

METHODIST UNIVERSITY COLLEGE GHANA

**HANDBOOK FOR
GRADUATE STUDIES**

**GENERAL REGULATIONS AND
COURSE DESCRIPTIONS OF
GRADUATE PROGRAMMES**

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**GRADUATE STUDIES
METHODIST UNIVERSITY COLLEGE GHANA**

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METHODIST UNIVERSITY COLLEGE GHANA

MOTTO: EXCELLENCE MORALITY SERVICE

The Tenets of the Motto are highlighted below:

Excellence: MUCG is seeking to produce graduates who will eschew mediocrity and exhibit excellence in academic and other fields of endeavour.

Morality: MUCG is seeking to promote high moral standards and comportment among graduates. The MUCG graduate is expected to exhibit decency in dressing, speech, relationships, etc.

Service: MUCG is seeking to ensure an all-round development of the student mentally, physically and spiritually so that graduates will be productively employed and actively involved in community service and religious activities.

THE UNIVERSITY LOGO



It has a cross, a book, the sun's rays, and one of the most important Ghanaian traditional symbols- the Nyame Dua (God's Tree) symbol.

The Cross: This emphasizes holistic development of the individual, according to Christian principles.

The Book: This represents morality and educational excellence. The institution will blend academic, religious and professional excellence.

The Sun’s Rays signify the positive impact students and products can make on people through critical thinking and human values.

Nyame Dua (God’s Tree): This depicts MUCG as a direct offshoot of the Methodist Church Ghana, which always stands for the best.

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1. 0 Introduction

1.1 History of the Methodist University College Ghana

Since the arrival of the Wesley Mission Society in 1835, the Methodist Church has been involved in the provision and development of education at the basic, secondary and teacher training levels in Ghana. The Church realized that the development of the nation and the Church hinges on the availability of a broad-based human resource pool. The Church therefore paid much attention to the establishment and development of good educational institutions.

The role of Churches, including the Methodist Church of Ghana, in providing basic, secondary and teacher education, was de-emphasized in 1961 under the then educational reform programme. The Government decided to cede to itself the overall responsibility for education up to the university level. It established the University of Ghana in 1948, Kwame Nkrumah University of Science and Technology in 1951 and the University of Cape Coast in 1962. The University of Education, Winneba and the University for Development Studies, Tamale, were added in 1992 and 2001, respectively.

Despite the existence of these five tertiary institutions, considerable concern was expressed about the inadequacy of the institutional facilities in the universities to cater for qualified candidates desiring to avail themselves of tertiary education. It was estimated that, of the candidates who qualified for admission into the existing universities in 2000,

about 25% gained admission. It was clear then that there was an urgent need in the country to provide training for the large number of qualified candidates wishing to have higher education. The Methodist Church Ghana was convinced that, with her unique record and experience in the provision and development of high quality basic, secondary and teacher education in the country, it could make a contribution to the solution of the problem of offering education at all levels.

At the 36th Annual Conference of the Methodist Church Ghana held in Cape Coast in (1997), the then President of the Conference, Rt. Rev. Dr. Samuel Asante Antwi, in his inaugural speech, mentioned, among the visions of the Church, the establishment of a Methodist University in Ghana. Prior to this, a number of Methodist academics, notably in Calvary Society in the North Accra Circuit, had been discussing the possibility of establishing a Methodist University.

When the President learnt about this, he invited and held discussions with some of them. Subsequently, and in pursuance of the President's vision statement, a Tertiary Education Advisory Council was set up by the President to consider and plan the establishment of a Methodist University College. The plans and decisions of the Council were approved at the 37th Annual Conference of the Methodist Church Ghana held in Sunyani in 1998.

The Methodist University College Ghana (MUCG) was granted accreditation by National Accreditation Board in August 2000. Its application for affiliation to the University of Ghana was approved in October, 2002. MUCG started academic work in October, 2000. The first batch of students reported for lectures in November, 2000, the second batch in October, 2001 and since the 2005/2006 academic year, lectures have always started in September.

1.2 Vision and Mission of the College

1. Vision

The vision of the University College is to promote and develop academic excellence spirituality, morality and service within the Ghanaian society.

2. Mission

The mission of the University College is to impart knowledge and skills in disciplines relevant to national development within the context of general global development. At the same time the mission will ensure an all-round development of the student mentally, physically and spiritually in accordance with Christian principles.

1.3 Aims and Objectives of the college

To realize its mission, MUCG will seek to:

- provide facilities for learning, and give instruction and training in such branches of Know as the University College may desire to foster and, in doing so, to enable students to

obtain the advantage of a liberal education, bearing in mind the manpower needs of the country;

- promote by research and other means the advancement of knowledge and its practice and application to social, cultural, economic, scientific and technological problems;
- develop the student's ability to think critically and to develop the highest ethical and human values and excellent aesthetic taste;
- provide opportunity to qualified candidates to have university education irrespective of race, gender or religion;
- provide students with the best academic, professional and practical training including the development of the spirit of entrepreneurship and innovation;
- encourage students to appreciate the importance of hard work and dignity of labour;
- stimulate, particularly through teaching and research, interest in and appreciation of African culture and heritage;
- encourage students to yield their lives wholly to God in such a way that their lives will reflect Christian principles, values and ethics, including love of neighbour, honesty, humility and loyalty to their country.

1.3.1 Administration of the University College

The overall authority of MUCG is its Council. Its main operational body is the Academic Board and the Chief Executive Officer is the President of the University College. The President is assisted by the Vice President and the Registrar.

The Registrar provides administrative support services to the President, Faculties, Departments as well as standing and ad hoc committees.

Faculties

MUCG currently has four Faculties, namely:

- i. Faculty of Business Administration
- ii. Faculty of Education and Entrepreneurship
- iii. Faculty of Arts and General Studies
- iv. Faculty of Applied Sciences

1.4 General Information on the College

Location

Methodist University College has three campuses. The main campus is located on a twenty-acre land at the southern end of the Wesley Grammar School compound at Dansoman, Accra. Two satellite campuses are located at Tema and Wenchi. The Tema campus is sited at the Tema Methodist Day High School in Community Eleven. The Wenchi campus is located at the old offices of the Ministry of Food and Agriculture on the Wenchi-Offumah Road at Wenchi.

Contacts

Postal Address	P. O. Box DC 940, Dansoman
Fax	(+233)0302312989
Telephone	(+233)0302312980/314542
E-mail	mucg2001@yahoo.co.uk
Website	www.mucg.edu.gh

Board of Graduate Studies Contact Address

Telephone	(+233)0302312989/314542
Ext.	2059/2057
Mobile	(+233)054-3016362

All communications should be addressed to:

THE REGISTRAR
METHODIST UNIVERSITY COLLEGE GHANA
P.O.BOX DC 940
DANSOMAN-ACCRA
GHANA

Solicitor Opoku Amponsah Esq, Fugar & Company, World Trade Centre, Accra

Bankers SG-SSB Kaneshie Branch, Prudential Bank, Abossey Okai, Ecobank Ghana Limited.

Auditors Kerr Forster (P.K.F.)

Academic Year September – June

Language of Instruction English

1.5 Principal Officers of Methodist University College Ghana

President Professor Akwasi Asabere-Ameyaw, (B.Sc., M.Sc., Ph.D)

Vice President Very Rev. Prof. J.M.Y. Ekem

Registrar Mr. Okyere Boateng (BA, Graduate Diploma, ME.d, APR)

Finance Officer Mr. Paul Ampadu (CA, M. ED, B. ED, LLB)

Acting Librarian Mrs. Evelyn Tetteh (BA, MA Library Studies)

1.6 Deans

Graduate Studies Prof. Albert A. Sackey

Faculty of Business Administration Rev. Canon Prof. J.J.M. Martey

Faculty of Education and Entrepreneurship Prof. Ato Essuman

Faculty of Arts and Social Studies Rev. Prof. Daniel Bruce

Faculty of Applied Science Prof Andrew Abue

1.7 Heads of Academic Departments offering Graduate Programmes

i. Dept. of Accounting and Finance Mr. P. Q. Eleke-Aboagye

ii. Dept. of Human Res. & Mgt. Studies Dr. Mrs. Theresa Obuobisa-Darko

iii. Dept. of Marketing and Supply Chain Management Mr. Joseph Gyamfi Yeboah

iv. Dept. of Educational Studies Rev. Dr. Francis Acquah

v. Dept. of Education, Training and Research Dr. Edmond Hagan

vi. Dept. of Social Sciences Dr. Peter Abomah

2. Regulations Governing Graduate Studies

2.1. Constitution

2.1.1 The MUCG Graduate programmes are administered by the Board of Graduate Studies headed by a Dean. The membership of the Board of Graduate Studies is as follows:

- Deans of the Faculties
- Heads of Departments offering graduate degree programmes.
- The Deputy Registrar (Academic Affairs)
- Representative of the Academic Board.
- The Secretary to the Board appointed by the Registrar.

2.1.2 The Board of Graduate Studies is the adjudicating body in matters affecting graduate studies but the Academic Board is the final arbiter in all cases.

2.2 Academic Programmes

2.2.1 The Academic calendar is based on the semester system. Courses are coded by levels of academic progression and are assigned credits. Each course is examined at the end of the semester with or without Continuous Assessment as may be determined by individual departments.

2.2.2. Each Faculty shall provide detailed information about the structure of all courses leading to the award of postgraduate degrees in that Faculty and offer advice and counseling to students.

2.2.3 It shall be the responsibility of each postgraduate student of the University to know both the specific requirements of the postgraduate degree for which he/she is

registered and the rules, regulations and policies of the University and the relevant Faculties and Departments.

2.2.4. It shall be the responsibility of each student to ensure that the courses selected satisfy the requirements for the award of the postgraduate degree sought.

2.2.5. Every student, by the act of registering, agrees to abide by all rules, regulations and policies of the University and of the relevant Faculties and Departments.

2.2.6. Each student is required to acquaint him/herself with the general information outlined in the Graduate Handbook and any relevant information from the Faculty/Department in which he/she is enrolled. Students may consult their Head of Department for additional information.

2.2.7. Exemptions from any of these general regulations may be granted only by the express permission of the Academic Board on the recommendation of the appropriate Faculty Board and the Board of Graduate Studies.

2.2.8. The University College reserves the right to change rules, regulations and policies, as well as programmes and course requirements outlined in this Handbook with or without prior notice.

2.3 Graduate Degree Programmes on Offer

Presently, the following programmes are offered by the University College:

- 2.3.1 Master of Arts (M.A) or Equivalent
 - M.A. Guidance and Counselling
 - M.A. Small Business Management
 - M.A. Entrepreneurship

- 2.3.2 Master of Education (M.Ed.)
 - M.Ed. Educational Leadership and Innovation
 - M.Ed. Educational Management and Practice
- 2.3.3. Master of Philosophy (M.Phil.)
 - M.Phil. Guidance and Counselling
 - M.Phil. Statistics
- 2.3.4. M.B.A. Course Work

2.4 Admission to Graduate Programmes

2.4.1. Master's Programmes

1. To be admitted to a course leading to the award of a higher degree, a candidate must have obtained a good first degree (at least a Second Class Lower) in an appropriate field of study at an approved University. For further admission requirements to a specific programme, refer to that programme.

The Academic Programmes for the Master's Degree shall normally begin in the first semester of each academic year.

2. In the case of a candidate who does not satisfy the requirements in an appropriate field of study, but is otherwise adjudged suitable, the relevant Faculty may be required to draw up a programme for such a candidate. This may include some undergraduate courses and examinations to remedy any deficiencies.

2.4.2. Doctoral Programmes

Normally a Master's degree with research in the relevant field will be required for admission to this programme.

Where a candidate is judged to have any deficiency, this may be remedied by requiring the candidate to make up as appropriate either by courses work or mini-project or both.

1. Application for Admission

A candidate shall apply for Application Forms from:

The Deputy Registrar (Academic Affairs)

Methodist University College Ghana

P. O. Box DC 940

Email:mucg2001@yahoo.co.uk

Tel. 0302-312980/314542

Website: www.mucg.edu.gh

2. Forms for three referees' reports shall be provided along with the main application forms. The completed referees' reports shall be sent directly to the Senior Assistant Registrar (Academic).

3. Application shall be made in writing on a prescribed form obtainable from The Deputy Registrar (Academic Affairs) to whom the completed form must be returned not later than the last semester preceding the academic year in which a candidate wishes to enter the programme.

2.4.3. Admission Procedure

1. Applications shall be considered in the first instance by the Department in which the applicant wishes to study.

2. The Department shall satisfy itself of the suitability of the candidate and the availability of resources, both material and human, for the successful completion of the candidate's

work. An interview and/or a qualifying examination may be administered by the Department to determine the suitability of an applicant.

3. The Head of Department shall submit in writing to the Board of Graduate Studies statement on the suitability or otherwise of each applicant.

4. The Board of Graduate Studies after due study shall forward the approved list of applicants to the joint Admissions Board for final consideration.

5. The Joint Admissions Board shall consider all the recommendations for admission and decide which candidates may be admitted.

2.4.4 Presentation of False Information

Students submitting false information when applying for admissions will be denied admission. Where the submission of false information is discovered after a student has been admitted the student will be dismissed from the University College and may be handed over to the law enforcement agencies for criminal prosecution. A dismissed student shall not be entitled to any refund of money paid to the University College.

2.4.5 Registration and Enrolment

Only students who have received official letters of admission from the designated Officer of the University College may enroll. Registration is not complete until all required fees have been paid. Students are not permitted to attend classes unless they are officially registered. Only

those students whose names are shown on the official class roster are officially registered and will be eligible for a grade. Students should check with their Faculty to see if their names are listed on the class roster. If their names are not on the class roster, they should inquire about the absence of their names at their Faculty Secretariat.

Students must register for courses prescribed by their individual Faculty every semester. Failure to register at the time designated for registration by the Faculty indicates a student has forfeited his/her right to register for that semester. Such a person shall be deemed not to be a student for that period.

No student registered in any school or college of the University College shall at the same time be registered in any other school or college, either of the University College or of any other institution, without the specific authorization of the Dean of the School of the University College in which he/she is first registered. The sanctions for double registration shall be the cancellation of both registrations.

The privileges of the University College are not available to any student until he/she has completed registration. A student who is not officially registered for a course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he/she obtains the written consent of the appropriate Dean. The University College reserves the right to withhold the

privilege of registration or any other University College privilege from any person with an unpaid debt to the University College.

The Dean of the Faculty reserves the right to:

- cancel courses for insufficient enrolments;
- limit enrolments in any class; and
- assign students to add or split sections meeting at the same time.

2.5 Course of Study

2.5.1. A candidate who is admitted to a postgraduate programme shall be required to follow the approved course of study over the prescribed period.

2.6 Academic Session

2.6.1. An Academic Session shall comprise two semesters as follows:

First Semester - August - December

Second Semester - February-June.

(or as may be prescribed by the University from time to time.)

2.7 Structure of Semester

A semester shall normally be of 16 weeks' duration and shall be structured as follows:

- 13 weeks of teaching
- 1 week of revision
- 2 weeks of examinations

2.8 Supervision of Graduate Students

2.8.1. For a Master’s degree by thesis, a supervisor and a reader shall be assigned to every postgraduate student in all Faculties of the University. It shall be the duty of both supervisors to meet the student at regular intervals to discuss the progress of thesis/long essay and to submit semester reports through the Head of the Department to the Board of Graduate Studies.

1. In the case of doctoral candidates, a Supervisory Committee of at least 3 members shall be set up. The Committee shall advise the student on course requirements, thesis area and topic.

2.9 Registration

2.9.1 A student must register for the courses/thesis prescribed by the department every semester.

2.9.2 A student who fails to register at the time designated for registration by the University shall forfeit his/her right to register for the semester.

2.9.3 No student is permitted to register by proxy.

2.9.4 No student is permitted to register for two programmes at the same time. The sanction for such registration shall be the cancellation of both registrations.

2.10 Duration of Study Programmes

2.10.1 The following shall normally be the duration for the completion of postgraduate degrees

1. Programme – M.A.

	Duration	Maximum
Full-time	2 Semesters	3 Semesters
Part-time	4 semesters	5 semesters

2. Programme – M.Phil/MBA

	Duration	Maximum
Full-time	4 semesters	6 semesters
Part-time	6 semesters	8 semesters

3. Programme – Ph.D

	Duration	Maximum
Full-time	6 semesters	10 semesters
Part-time	8 semesters	12 semesters

2.10.2 On the recommendation of the appropriate Faculty Board, the Board of Graduate Studies may approve a shorter duration for undertaking a postgraduate programme for a candidate whose background warrants such approval.

2.10.3 Re-Registration: Upon expiration of the permitted study period for a four-semester M.Phil/M.B.A and six-semester PhD degree, a student who has still not been able to complete the programme may be allowed to re-register. An additional two semesters only for M.A./M.Phil. and four Semester for PhD may be allowed to complete the programme. Such re-registration shall attract the requisite fee.

There shall be no extension after the expiration of the re-registration period except under special circumstances justified by a report from the relevant Department.

2.11 Interruption of Study Programme

2.11.1 A student registered for the postgraduate programme may not break his/her programme of study for more than two continuous semesters except with the express written permission from the Board of Graduate Studies. Such a student shall apply in advance to the Board of Graduate studies through the Head of Department, stating reasons why he/she wants to interrupt his/her study programme. Permission must be duly granted by the Board of Graduate Studies and communicated to the applicant before he/she leaves the University. The Board of Graduate Studies, in giving approval, shall consult with the Dean of the appropriate Faculty.

2.11.2 Where a student breaks his/her studies for more than two continuous semesters he/she shall normally be deemed to have lost any accumulated credits. Such a student may be allowed to re-apply for admission to the University.

2.11.3 Deferment of a course is permissible on health grounds if it is supported by a medical report. The report will require certification by the Director of a Government recognized hospital if it comes from elsewhere.

2.12 Transfer of Credits

2.12.1 Candidates approved for M.Phil degrees may, on the basis of official transcripts, be allowed to transfer credits

earned from a taught M.A. degree course. A student may get a waiver for the M.Phil course work if the content of the course work of the M.A. and M.Phil are the same.

2.12.2 A candidate who completes part of the course work in another University may be offered admission on the basis of credits transferred to this University College, provided:

* The content of such courses are deemed comparable and satisfy the course requirements of the Department and Faculty in which he/she seeks to pursue his/her studies.

* The candidate shall take any additional course/courses as may be required by the Department and Faculty.

2.13 Course Credit

2.13.1 One (1) course credit shall be defined as follows:

one-hour lecture

one-hour tutorial, or

one practical session (of 3 hours) or

three hours of fieldwork per week for a semester.

No graduate taught course shall be more than 4 credit hours.

2.14 Coding and Numbering of Courses

2.14.1. All graduate degree courses shall have letter and number codes beginning with four letters signifying a Department or subject, followed by three-digit number in one of the following ranges. All categories of Masters programmes 600 – 699. All Doctorial programmes 700 – 799

The third digit in the number code shall normally be

- zero (0) for a course offered in both semesters and
- odd (1,3,5,7) for a course offered in the first semester, and
- even (2,4,6,8) for a course offered in the second semester.

2.15 Full-Time Study

A full-time student shall be required to carry a minimum work load of 12 credits and a maximum of 18 credits of courses per semester. No candidate shall be allowed to exceed the maximum except where express permission has been granted by the relevant Department/Faculty and the Graduate Studies Committee.

2.16 Part-Time Study

A student admitted on full-time may, on application through the appropriate Faculty Board and the Board of Graduate Studies, be allowed to change to part-time.

2.17 Credit Requirements for Graduation

2.17.1. The study programme for the Masters degrees shall comprise course work as prescribed by the Department and Long Essay/Dissertation/Thesis as may be relevant. The following are the minimum and maximum credits that the registered student is required to earn to graduate.

2.17.2 One –Year Master’s Degree (M.A)

Course Work	24-36 Credits
Seminar	3 Credits
Dissertation	12 Credits
Total	39-45 Credits

1. Two-Year Master’s Degree
M.B.A Course Work Option

First Year’s Course Work	24-30 Credits
Second Year’s Course Work	24-30 Credits
Seminar I and Seminar II	6 Credits
Long Essay/Project Work	6 Credits
Total	60-72 Credits

2. Two-Year Master’s Degree (Thesis Option)
M.Phil./M.B.A. (Thesis Option)

First-year Course Work	24-30 Credits
Seminar Presentation I	3 Credits
Seminar Presentation II	3 Credits
Thesis	30 Credits
Total	60-72 Credits

2.17.3. In addition to the above each Department is free to design its graduate programme so that the total number of credits required for graduation does not exceed the maximum by more than six (6) credits.

2.18 Doctoral Degree

2.18.1 The doctoral programme shall be by thesis. Departments which wish to have course work in addition will inform students accordingly.

Candidates may be required to take courses from relevant Departments. In addition, they must attend and present seminars at their Department. For the time being, Ph.D programmes will not be assigned credits.

2.18.2. Ph.D applicants who did not do course work or thesis as part of their Masters, or whose Masters Degrees were in a different subject area from the proposed Ph.D, may be required to make up that deficiencies before proceeding to the Ph.D programme. Such conversion shall be based on recommendation from the relevant Head of Department.

2.18.3. In addition to the above each Department is free to design its postgraduate programme so that the total number of credits required for graduation does not exceed maximum by more than six (6) credits.

2.19 Thesis/Dissertation Topics

2.19.1. For an M.A. or its equivalent, dissertation topics and names of supervisors shall be submitted to the Board of Graduate Studies at the beginning of the second semester.

2.19.2. For an M.Phil/M.B.A. degree, the thesis area/topic and the membership of Supervisory Committee and/or the name of the supervisor shall be submitted at the beginning of the First Semester of the second year of study to the Board of Graduate Studies through the Faculty Board.

2.19.3. For a doctoral programme, the thesis area/topic and the membership of Supervisory Committee as well as the name of the chairman shall be submitted not later than six months after the commencement of the programme to the Board of Graduate Studies Committee through the Faculty Board.

2.20 Grading Systems for Graduate Programmes

This will be based on the mentor institution's Grading System for that particular programme

2.20.1 Course Work (University of Ghana)

Numerical Marks (%)	Grade	Grade Point	Comment		
80 – 100	<i>A</i>	4.00	Excellent		
70 – 79	<i>B+</i>	3.50	Very Good		
60 – 69	<i>B</i>	2.50	Good		
50 – 59	<i>C</i>	2.00	Pass		
30 – 49	<i>D</i>	1.50	Fail		
0 – 29	<i>F</i>	1.00	Fail		
–	<i>Z</i>		Disqualification		
–	<i>I</i>		Incomplete with justification		
–	<i>Y</i>		Continuing		
–	<i>X</i>		Incomplete without justification		

Course Work (University of Cape Coast)

Numerical Marks (%)	Grade	Grade Point	Comment
80 – 100	<i>A</i>	4.00	Excellent
75 – 79	<i>B+</i>	3.50	Very Good
70 – 74	<i>B</i>	3.00	Good
65 – 69	<i>C+</i>	2.50	Very Satisfactory
60 – 64	<i>C</i>	2.00	Satisfactory
Below 60	<i>F</i>	0.00	Fail
–	<i>Z</i>		Disqualification

HANDBOOK FOR POST-GRADUATE STUDIES, 2021

Course Work (University of Education, Winneba)
 Grading Scale with the Postgraduate Honour Points
 (PHP)

Numerical Marks (%)	Grade	Grade Point	Comment
80 – 100	<i>A</i>	4.00	Excellent
75 – 79	<i>B+</i>	3.50	Very Good
70 – 74	<i>B</i>	3.00	Good
65 – 69	<i>C+</i>	2.50	Average
60 – 64	<i>C</i>	2.00	Below Average
55 – 59	<i>D+</i>	1.50	Unsatisfactory/ Failure
50– 54	<i>D</i>	1.00	Grossly Unsatisfactory/ Failure
0–49	<i>E</i>	0	Complete Failure

2.20.2 Dissertation/Thesis

Numerical Marks (%)	Grade	Interpretation
80 – 100	<i>A</i>	Excellent

70 – 79	<i>B+</i>	Very Good
60 – 69	<i>B</i>	Good
50 – 59	<i>C</i>	Referred
0 – 49	<i>D</i>	Fail

2.20.3 Grade Point (GP): Each letter grade shall be assigned an equivalent grade point as indicated above. The number of (grade) points earned by a student, for each course completed, is computed as the product of the number of credits for the course and the grade point equivalent of the letter grade obtained in that course.

2.20.4 Cumulative Grade Point Average (CGPA): A student’s cumulative grade point average shall be calculated by dividing the total number of grade points obtained, up to any specified time, by the total number of credits for all courses for which the student has registered up to that time.

2.20.5 Final Grade Point Average (FGPA): The FGPA shall be the CGPA for all courses under consideration calculated up to the end of a student’s academic programme.

2.20.6 Candidates who fail to make the Final Grade Point Average (FGPA) of 2.5 or better at the end of their postgraduate course work will be deemed to have failed even if they pass all the required courses by the end of the programme.

2.21 Definition of Grades

2.21.1 Pass Grades: Grades A, B+, B and C

2.21.2 Fail grades: Grades D, F, X, Z
C is a Fail Grade for Dissertation/Thesis.

2.21.3 Continuing: A grade R (for Continuing) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.

2.21.4 Non-Completion of Course:

A Grade I (for incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Graduate Studies Committee as unacceptable. Such a student shall be expected to complete the course the very next time the course is available.

2.21.5 A Grade X shall be awarded to a student who is unable to complete a course for reasons adjudged by the Board of Examiners as unacceptable.

2.21.6 Disqualification:

A Grade Z denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate has attempted to gain an unfair advantage in an examination.

A candidate awarded a grade Z may be barred from taking a University examination for a stated period, or indefinitely, or may be expelled from the University. A Grade Z may be awarded only by the Academic Board.

2.22 Eligibility for Examinations

2.22.1 A student shall attend all such lecturers, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the University for his or her programme.

2.22.2 Each Department shall, with the approval of the Academic Board, determine the requirements for the courses they offer. A student who does not fulfill the requirements for any course shall not be allowed to take the examination for that course.

In any case, a student who is absent for a continuous period of 21 days from all lectures, tutorials, practicals and other assignments prescribed for any courses in any semester shall be deemed to have withdrawn from the course.

Such a student shall not be permitted to sit for the semester examinations.

2.23 Registration for Examinations

2.23.1 Students who have been registered for specific courses shall be deemed to have registered to write examinations in such courses. Such registration should have been done by the end of 28 days from the beginning of the semester.

2.23.2 The examination shall be conducted as prescribed by the Academic Board.

2.23.3 Each course shall normally be examined by a written paper of 1-3 hours in addition to which there may be a practical paper and/or an oral examination.

2.24 Extension/Deferment of Examination

2.24.1 Extension and deferment of programmes may be granted or withheld by the Board of Graduate Studies on the recommendation of the Department.

Resit

2.24.2 On grounds of ill-health. A student who is unable to take an end-of semester examination on grounds of ill-health shall, on application to the Deputy Registrar (Academic), copied to the Head(s) of Department and Dean of Students and on the provision of a medical certificate issued or endorsed by a Medical Officer of a recognized hospital or a recognized medical officer, be allowed to take the examination when it is next available.

Deferment

2.24.3 On grounds other than ill-health. A student who wishes to defer his/her examination shall apply in writing in advance, to his/her Dean of Faculty, through the Head of Department and copied to the Dean of Graduate Studies and Dean/Vice Dean of Students, stating reasons why he/she wants to defer his/her examination. It shall be the student's responsibility to satisfy the University beyond any reasonable doubt why he/she wishes to defer the examination.

2.24.4 The decision of the Dean shall then be communicated to the Board of Graduate Studies and the Deputy Registrar (Academic), who shall also communicate same in writing

after due consideration by the Board of Graduate Studies to the applicant before he/she leaves the University.

2.24.5 Only when permission for deferment has been granted may a student absent himself/herself from an examination.

2.25 Scheme of Examination

2.25.1 M.A. – The examination shall consist of written papers and such practical/project work/dissertation as may be prescribed.

2.25.2 A candidate may also be examined orally on the substance of his/her dissertation.

2.25.3 M.B.A. (Course Work Option) – The examination shall consist of written papers and such practical work/long essay as may be prescribed. In addition, candidates shall be examined in seminar presentations.

2.25.4 M.Phil/M.B.A. (Thesis Option) – The examination shall consist of written papers and such practical work/theses/term papers as may be prescribed.

In addition, a candidate may also be examined orally on the substance of his/her thesis.

2.25.5. Ph.D. – A Ph.D. thesis shall be submitted not earlier than 27 months and not later than 60-months from the date of registration. In addition, a candidate shall be examined orally on the substance of his/her thesis.

2.25.6 Thesis areas chosen by students shall be sent through the Departments to the Board of Graduate Studies at least six months before the completion of the thesis.

2.26 Examinations and Determination of Results

2.26.1 Written Papers. A panel comprising no fewer than two examiners, of whom at least one shall be an External Examiner, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies for the written papers in respect of Masters and where applicable Ph.D. courses.

2.27 Instructions to Candidates for Examinations

2.27.1 Eligibility for Examination

A candidate for University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.

2.27.2 A candidate shall not be admitted to an MUCG Graduate Examination if he/she

- i. has simply audited the course
- ii. owes fees to the University College
- iii. is under suspension or has been dismissed from the University College

2.27.3 Examination Regulation

i. Students who have been registered for specific courses shall be deemed to have registered to write examinations in such courses. Such registration should have been done by the end of 28 days from the beginning of the semester. ii. The examination shall be conducted as prescribed by the Academic Board iii. Each course shall normally be examined by a written paper of 1-3 hours in addition to which there may be a practical paper and/or an oral examination.

2.27.4 It shall be the duty of the candidate to consult the daily examination time-table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself/herself available at the appointed place at least fifteen minutes before the commencement of the examination.

2.27.5 A candidate may be refused admission to an MUCG Graduate Examination if he reports to the Examination more than half an hour after its commencement.

2.27.6 It is the responsibility of the candidate to find the examination room well in advance and to be seated, at least fifteen (15) minutes before the commencement of any examination paper.

2.27.7 It shall be the responsibility of the candidate to ensure that he/she is given the right question paper and other materials needed for the examination.

2.27.8 Candidates are required to write their index numbers in full on every page of the script.

2.27.9 Under no circumstance must a candidate's name be written on any part of the answer book provided. Candidates who fail to comply with this regulation will be penalized.

2.27.10 Candidates may be required, at any time, to establish their identity by producing their student ID cards. A student without his/her ID card shall be required to leave the examination room.

2.27.11 It shall be the responsibility of the candidate to provide for him/herself a pen, pencil and an eraser as needed.

2.27.12 An examination candidate shall not bring to the Examination Center or to the washroom of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the examination Room or the Washroom or in the immediate vicinity of the Examination Centre. No student shall enter the Examination Room until her/she is invited or called and/or requested to enter the Examination Room.

i. Any candidate who is seen with lecture notes or book or Cellular/Mobile phone(s) or any unauthorized material in the

Examination Center or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a Grade Z.

ii. A candidate shall uphold the highest standard of civility and courtesy in an examination center. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be excluded from the examination and awarded a Grade Z.

iii. A candidate who is suspected of holding unauthorized material on him/her person may be asked by the invigilator to submit to a body search by the appropriate gender. Refusal to submit to a body search is tantamount to

misconduct and will be treated in accordance with the regulations of the University College.

iv. An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him his student identity card on the examination table to enable the invigilator ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without an identity card participation in the Examination.

2.27.13 No communication between candidates is permitted in the examination hall. A candidate shall not pass or attempt to pass any information or instrument to another during an examination.

i. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity. ii. A candidate shall not disturb or distract the attention of any other candidate during an examination.

iii. A candidate may attract the attention of the Invigilator by raising his/her hand.

2.27.14 Smoking or drinking of beverages is not allowed in the examination room.

2.27.15 Candidates may leave the examination room temporarily only with the express permission of the invigilator. In such cases the invigilator will be required to satisfy himself/herself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the examination room temporarily will be accompanied, while outside the examination room, by an

attendant of the appropriate gender designated by the Invigilator.

2.27.16 A candidate who finishes an examination ahead of time may leave the examination room after surrendering his/her answer books. The candidate shall not be allowed to return to the examination room.

2.27.17 At the end of each examination, candidates should ensure that they do not take away answer books, whether used or unused, from the room.

2.27.18 Candidates should not in any way interfere with the stapling of the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.

2.27.19 A candidate who fails to present himself/herself at an examination without satisfactory reason shall be awarded a Grade X. (The award of Grade X in a required paper shall mean failure not just in the paper but in the examination as a whole). The following shall not normally be accepted as reasons for being absent from any paper at a university examination:

- ii. mis-reading the time-table
- iii. forgetting the date or time of examination
- iv. inability to rouse oneself from sleeping in time for the examination
- v. failure to find transport
- vi. pregnancy
- vii. bereavement

2.27.20 A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions:

- i. a reprimand;
- ii. loss of marks;
- iii. cancellation of a paper (in which case zero shall be substituted for mark earned);
- iv. withholding of results for a period;
- v. award of Grade Z.

In each case of a breach, the particular reason and its sanction shall be entered on the student's transcript.

2.27.21 Further to 1.20 a grade Z leading to failure in a University Examination, shall be awarded whenever it is established that a candidate has attempted to gain an unfair advantage in an examination be it in a Core Subject or an Elective or any other paper. Further sanctions may include:

- i. Being barred from a University examination for a stated period;
- ii. Being barred from a University examination indefinitely;
- iii. Being suspended from the University;
- iv. Being expelled from the University.

2.28 Publication of Results for Examination

2.28.1 Results of University Examinations shall be posted on the University Notice Board/Student Portal. It shall be the responsibility of the candidate to consult the University Notice Board/StudentPortal for the result of any examination taken. Alternatively, he/she may write to the Senior Assistant Registrar (Academic) to enquire about his results

or request details of such for which purpose he/she may provide a stamped addressed envelope.

2.28.2 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee which shall be determined at not less than two/three times the normal Examination Fee.

2.28.3 An application for a review shall be submitted to the Registrar not later than 21 days after release of the said results and shall state the grounds for review.

2.28.4 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.

2.28.5 No action shall be taken on an application which is submitted outside the time stipulated in 2.3. Review shall not proceed unless the Review Fee is fully paid.

2.28.6 The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

2.28.7 If it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

2.29 Examination Malpractice or Offence

Examination offences shall be understood to include:

- Any attempt on the part of a candidate to gain an unfair advantage:

- Any breach of the Examination Regulations and Instructions to candidates
- Refusal on the part of a candidate to occupy an assigned place in an Examination Room
- Any form of communication with another candidate,
- Possession of a book, paper or written information of any kind except as required by the rules of a particular examination,
- Smoking
- Drinking of beverages
- Leaving an Examination room without permission of the Invigilator,
- Refusal to follow instructions

2.29.1 The chief invigilator or his/her assigned Officer in the examination hall shall administer the Examination Misconduct Form to the student and submit it to the Registrar. Upon receipt of the report, the Registrar shall inform the student in writing that his/her conduct shall be reported and that the decision as to whether his/her work shall be accepted rests with the Academic Board. A copy of the letter will be addressed to the Faculty Board/Examinations Committee concerned, through the Dean. The Chief Invigilator or any Examiner shall report to the Registrar as soon as practicable any instance of a breach of Examination regulations. In respect of offences occurring outside the precincts of an Examination Room, the Registrar shall cause an enquiry to be made into any reports that reach him and submit his findings to the Academic Board.

2.29.2 The Academic Board shall review all reports received in connection with an examination malpractice or an offence. On the basis of its review, the Academic Board may impose the requisite sanctions. A grade Z shall be awarded whenever it is established that a candidate has attempted to gain an unfair advantage in an examination be it in a Core Subject or an Elective or any other paper or has misconduct himself/herself in an examination. Such a candidate may be barred from taking a University examination, for a stated period or indefinitely or expelled from the University.

2.29.3 Missing or Lost Examination Scripts

(1) In cases where it is verified that a student has taken an examination and the script is deemed to have been lost prior to the declaration of results, the relevant student shall be permitted one of the following options:

- (i) Completing a substitute examination, the form to be authorised by the Dean of the School/Faculty. OR
- (ii) Writing the next scheduled examination in the course (e.g. a supplementary or retake examination), and abiding by the grade obtained therefrom. OR
- (iii) Being awarded the mark obtained in the corresponding coursework element to the lost script. OR
- (iv) Where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script deemed to be missing or lost is located after the student has chosen or undertaken one of the options above, the script will be marked.

If the mark awarded to the located script is higher than the mark awarded to the chosen option, the exam mark will supersede the chosen option mark. If the mark assigned to the located script is lower than the mark awarded for the chosen option, the chosen option mark will stand.

(2) In cases where a remark has been requested and the relevant script cannot be retrieved, the student, subject to consultation with the Registrar shall be permitted one of the following options:

i) the student shall be awarded the mark obtained in the corresponding coursework element to the lost script. OR

ii) the student shall be allowed to write the next scheduled examination in the course (e.g. a supplementary or retake examination), and abiding by the grade obtained therefrom. OR

iii) the student shall be awarded the minimum pass mark if the original mark fell within 5 marks of the pass mark/grade. OR

iv) where it is possible to compile an appropriate average mark from the result of other courses completed at the same level as the lost script, the average mark may be awarded for the course for which the script had been lost.

If an examination script for which a student has requested a remark and was deemed to be missing or lost is located after the student has chosen or undertaken one of the options

above, the options would be withdrawn and the remark process activated.

2.30 Student in Good Standing

2.30.1. A student in good standing for the M.Phil. programme shall be the one who would have obtained a minimum of 24 postgraduate level credits at the end of the second semester for the course work in the first year of the programme.

2.30.2. Where a student fails to obtain the minimum number of credits required as stated in 27.1 he/she shall be deemed not to be in good standing and shall be asked to withdraw.

2.31 Re-Taking Course Work

2.31.1 Re-sit/Supplementary Examinations

Students failing in a taught course will normally be allowed one reassessment in that course at a fee determined by the Academic Board. The University College may organise supplementary examinations for such students at the end of each academic year. Students are required to attempt all components of assessment in the course for which they are registered. Non submission of assessed coursework is a serious offence against the University College's regulations. The opportunity to re-sit an examination is not an automatic right. The decision rests with the Academic Board. A student who fails to submit coursework or fails to attempt

examination without confirmed extenuating circumstances is not qualified for re-sits.

A student who fails to submit coursework or fails to attempt examination with confirmed extenuating circumstances will take supplementary assessment as a first attempt.

A student who fails to take a recommended supplementary exams or attempts and fails the supplementary examination shall retake/repeat the course.

2.31.2 Re-Taking/Repeating Course(s)

A student who fails a taught course and is not qualified to re-sit shall re-take/repeat the failed course at a fee determined by the Academic Board. A student retaking/repeating a course is expected to attend at least 75 per cent of the lectures, tutorials, seminars and practicals and undertake all other activities and assignments as approved by the University College.

A student re-taking/repeating failed course(s) shall do so within the maximum time permitted for the completion of his/her programme.

2.31.3 M.A. Programmes

For all one-year postgraduate programmes, a candidate may be permitted to re-take failed courses only at the next regular opportunity.

2.31.4 M.Phil. and M.B.A.

1. If a candidate obtains the minimum number of credits required at the end of the first year examinations but fails in

not more than two core courses, he/she can proceed to the second year, but must pass all such courses before obtaining the degree.

2. Candidates re-taking failed papers must do so within the maximum time permitted for the completion of their programmes.

2.31.5 Dissertation/Thesis

1. i. Master's Degree. A panel comprising no fewer than three examiners shall be appointed by the Board of Graduate Studies on the recommendation of the relevant Faculty Board, and ratified by the Academic Board to examine a dissertation or thesis submitted for an M.A/M.Phil/M.B.A. degree. The panel shall include at least one External Examiner.

ii. Doctoral Degrees. A panel comprising no fewer than four examiners shall be appointed by the Academic Board on the recommendation of the Board of Graduate Studies to examine a thesis submitted for a doctoral degree. The panel shall consist of at least two external and two internal examiners.

iii. Faculty members pursuing postgraduate degrees in disciplines other than their own cannot examine or supervise other postgraduate students in that discipline.

iv. Where examiners are appointed from affiliate institutions, their status shall be deemed as Internal Examiners.

2. A separate report, duly signed, shall be submitted by each examiner to the Board of Graduate Studies in respect of a

dissertation or thesis submitted for a Master's or a Doctoral degree.

3. The Examiners' Report on a dissertation or thesis shall indicate as comprehensively as possible whether or not the candidate demonstrates a good general knowledge of a particular field of learning within which the subject or his/her dissertation or thesis falls; whether or not the presentation of the candidate's material is satisfactory; and whether or not the dissertation or thesis meets the requirements of the degree for which it is submitted.

4. If a dissertation or thesis submitted for a Masters' or Doctoral degree, though inadequate, should seem of a sufficient merit, the examiners may recommend to the Board of Graduate Studies Committee that the dissertation or thesis be referred and the candidate be permitted to resubmit it in a revised form within nine months in the case of an M.Phil/M.B.A or twelve months in the case of a Ph.D.

5. The Academic Board shall have the final say on the determination or the status of the results.

6. Pass and Referral

The Board of Graduate Studies shall review the recommendations of the examiners. Where all three examiners pass the thesis, the Committee shall normally pass it. Where one examiner fails a thesis, the Committee shall review the nature of the failing grade and decide whether to pass, refer, or fail it.

A Master's thesis failed by more than one examiner shall fail. Similarly, a doctoral thesis failed by more than two examiners shall fail.

7. If a dissertation or thesis submitted for a Master's or Ph.D. is passed subject to corrections, the candidates are to re-submit the corrected dissertation or thesis within three months in the case of an M.A./M.Phil. /M.B.A. or six months in the case of a Ph.D.

8. Where a dissertation /thesis submitted for a Master's or PhD is referred and is being re-submitted, the candidate shall be required to re-register and pay the appropriate fee(s).

9. Orals

A candidate who submits a thesis for a Ph.D. Degree shall be examined orally. For this examination, a panel comprising no fewer than three, including, normally, one internal examiner of the thesis and at least one external examiner, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies, The Chairman of this panel must be a person other than the candidate's supervisor.

2.31.6 A candidate who submits a dissertation or thesis for a Master's Degree may be examined orally if, in the opinion of the examiners, such an examination is necessary for the confirmation of their assessment of the thesis. For this examination, a panel comprising no fewer than three, of whom, normally, at least two shall be examiners of the thesis, shall be appointed by the Academic Board on the recommendation of the Faculty Board and the Board of Graduate Studies Committee. The Chairman of the panel shall be a person other than the candidate's supervisor.

1. If a candidate for the M.Phil./M.B.A/Ph.D degree fails to satisfy the Examiners at the oral examination, the panel may recommend to the Board of Graduate Studies that the candidate be permitted to re-present the dissertation or thesis and submit to a further oral examination within a period not exceeding 6 months specified by the panel.
2. The Academic Board shall have the final say on the determination or the status of the results.

2.31.5 Declaration of Results

The results of the written papers of the M.A. examinations shall not be declared until a candidate has submitted his/her dissertation. The results of the written papers of the M.Phil./M.B.A. examinations, however, may be declared before the submission of the thesis.

2.31.6 Review of Written Examination

A candidate who is not satisfied with the result of an examination affecting him/her may request a review, by the submission of a written application to the Deputy Registrar (Academic) of the University.

1. A review fee, to be determined from time to time by the Academic Board on the recommendation of the Finance Committee, shall be paid by the candidate.
2. An application for a review shall be submitted to the Deputy Registrar (Academic) not later than 21 days after the publication of the said results and shall state the grounds for review.

3. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall only be entertained if authorized by the candidate.
4. No action shall be taken on an application which is submitted outside the time stipulated in 28.6.2. A review shall not proceed unless the review fee is fully paid within the stipulated time.
5. The Academic Board of the University may authorize the Deputy Registrar (Academic) to amend the results as released in the light of the review.
6. The Academic Board shall direct a refund of the review fee in whole or in part if a complaint succeeds. A fee for review shall be forfeited if the complaint fails.
7. If it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include barring the complainant from taking University examination(s) for a stated period or an indefinite period.

2.32 Change of Registration

2.32.1 On the strength of an M.A. degree candidate's performance in either course work or written examination, the Head of a Department in which both one year and two-year M.A. programmes are being offered may, in consultation with the Department/Faculty, recommend to the MUCG Board of Graduate Studies that an M.A. candidate proceed to register for an M.Phil degree.

Such a recommendation may be made in the course of the second semester of the degree for which he/she was initially

registered. The period spent on the initial registration shall count towards the period permitted for the new registration provided the course work will count in the new degree programme.

2.32.2 On the basis of work done in the second or third year of an M.Phil/M.B.A. course, the Head of Department may, in consultation with the Board of Graduate Studies of his/her Department recommend that a candidate proceed to register for a Ph.D. Degree. The MUCG Board of Graduate Studies and the Academic Board will have the final say.

2.32.3 An upgraded candidate shall be required to procure and complete the necessary application form. The period spent on previous registration shall be counted towards the period permitted for the new registration.

2.32.4 In submitting a recommendation that a candidate change his/her registration, the topic of the candidate's thesis and the name of a new Supervisor/Supervisory Committee where applicable, shall be communicated to the Faculty Board for recommendations to be made to the Board of Graduate Studies for approval and ratification by the Academic Board.

2.32.5 Not later than three months before the date of submission of the thesis, a Head of Department may, in consultation with the Supervisor of his/her Department, recommend to the Board of Graduate Studies that on grounds of:

- i. inadequate progress with research, or
- ii. failure to fulfill Departmental requirements for the doctoral degree or a two-year Masters' degree, a candidate

who is registered for the Ph.D. should be permitted to apply for the M.Phil/M.B.A. degree, and a candidate who registered for the M.Phil degree should be permitted to apply for the M.A degree.

2.33 Submission of Dissertation or Thesis

2.33.1 A candidate shall submit the title of his/her dissertation or thesis for approval through the appropriate Faculty Board to the Board of Graduate Studies for approval and onward transmission to the Academic Board for assent, not less than three months before the completion of the thesis/dissertation. After the title of the dissertation or thesis has been approved, it may not be changed except with the permission of the MUCG Board of Graduate Studies on recommendation of the Department and the Faculty Board.

2.33.2 After completing the appropriate course of study, the candidate shall submit to the Board of Graduate Studies, through the Head of Department, a dissertation or thesis which shall comply with the following conditions:

- i. Each copy of the thesis/dissertation/project work shall be signed by the candidate and the Supervisors/Supervisory Committee.
- ii. The greater portion of the work submitted must have been done subsequent to the registration of the student as a candidate for a Masters' or a Doctoral degree.
- iii. The dissertation or thesis shall normally be written in English and the presentation must be satisfactory.
- iv. A thesis submitted for an M.Phil/MBA or a doctoral degree shall consist of the candidate's own account of his

/her research. There shall be a declaration to the effect that the thesis/dissertation is the candidate's own work produced from research undertaken under supervision. It may describe work done in conjunction with the candidate's Supervisor provided that the candidate states clearly his/her share in the investigation and that his/her statement is certified by the Supervisor. A paper written or published in the joint names of two or more persons shall not, normally, be accepted as a thesis. Work done conjointly with persons other than the candidate's supervisor shall be accepted as a thesis in special cases only. In such cases, the approval of the Faculty Board, the Board of Graduate Studies and the Academic Board shall be required.

v. A thesis for doctoral degrees must make a significant and substantial contribution to knowledge.

vi. Every candidate shall present a short abstract of his/her dissertation or thesis comprising not more than 300 words which shall be attached to each copy of the dissertation or thesis submitted to the University College.

vii. A thesis /dissertation submitted for the M.A/M.Phil/M.B.A/PhD degree which should be type in Times New Roman, 12 point font, double spacing shall not normally exceed the following:

M.B.A. (long essay)	60 pages
M.A. (dissertation/project)	80 pages
M.B.A. (thesis)	150 pages
M.Phil. (thesis)	120 pages
PhD.	200 pages

This excludes the bibliography, photographs and appendices.

viii. A candidate shall not be permitted to submit a dissertation or thesis for which a degree has been conferred in this or any other university, but candidate shall not be precluded from incorporating work that he/she has already submitted for a degree in this or in another university, provided that he/she shall indicate on his/her form of entry and also in his/her dissertation or thesis any work which has been so incorporated.

2.34 Presentation of Dissertation or Thesis

Subject to the provisions of 30.2. a candidate who is presenting a thesis shall, on an appropriate form to be obtained from the Academic Affairs Section and submitted through the Head of Department to the Board of Graduate Studies, give notice of presenting the thesis at least 30 days before the thesis is presented.

2.34.2 Three typed or printed copies of the dissertation or thesis, using standard A4 paper, shall be submitted to the University through the Head of Department. Where the thesis is typed, only one side of the paper shall be used, with a margin of 5cm on the left hand side of the paper, with New Times Roman Size 12-point font type. After the dissertation or thesis has been approved, it must be bound in standard form Art Vellum or cloth; overcast; edges uncut; lettered boldly up back in gold (0.5 to 1.25) degree, date, name, before the award of the Degree is published by the Registrar.

In binding the dissertation/thesis, the following colour schemes have been recommended as back covers:

- * PhD
Blue-Black
- * M.Phil/M.B.A (Thesis Option)
Green
- * M.A/M.B.A
(Dissertation/Long Essay/Project)
Wine

For now till MUCG gains full autonomy, the colour schemes in binding the dissertation/thesis shall be the one recommended by the respective mentor institution for the particular programme.

2.34.3 The candidate may submit, as subsidiary matter in support of his/her candidature, any printed contributions to the advancement of his/her subject, which he/she may have published independently or jointly, or any other supporting material. In the event of a candidate's material from joint work being included, he/she shall be required to state fully his/her own contribution.

2.34.4 The four copies of a dissertation or thesis that have been accepted for the award of Master's or Doctoral degree shall be distributed as follows:

- i. the top copy shall be deposited in the University College Library;
- ii. the second copy shall be deposited in the Department;

- iii. the third copy shall be returned to the candidate;
- iv. the fourth copy shall be kept at the office of the Board of Graduate Studies.

2.35 Publication of Results

2.35.1 Results of examinations taken at the end of each Semester shall normally be published by the Registrar before the commencement of the next semester.

2.35.2 The Head of Department shall be required to publish provisional results (in letter grades), with copies to the Deputy Registrar (Academic) before the beginning of the next semester.

2.35.3 A result slip indicating the student's performance in the examination shall be made available to the student.

2.36 Eligibility for the Graduate Degree

A higher degree appropriately designated shall be awarded to a candidate who has been properly admitted to the University, has followed the approved course of study over the specified period, and has fulfilled both the University and Faculty/Departmental requirements.

2.37 Award of Degree

2.37.1 A Master's or Doctoral degree shall not be conferred on a candidate unless the examiners are satisfied that the dissertation or thesis is worthy of endorsement as a dissertation or thesis approved for the appropriate higher degree.

2.37.2 The result of examinations held in connection with the award of a/an M.A/M.Phil/M.B.A/Ph.D shall be laid before the Academic Board for approval. Thereafter, the Degree shall be conferred under the seal of the university upon each successful candidate at a Congregation of the University College assembled for the purpose.

2.37.3 Candidates shall qualify for graduation at the next congregation if they have satisfied the requirement for graduation by the end of the previous academic year.

2.37.3 Candidates who intend to be presented at the next Congregation must submit the corrected version of their thesis for publication three months preceding the Congregation.

2.38 Cancellation of Award

Notwithstanding previous confirmation of an award of a degree as in Section 34.2 and 34.3, the Academic Board may at any time cancel an award, even with retrospective effect, if it becomes known that:

- i. a candidate had entered the University with false qualifications,
- ii. a candidate had impersonated someone else,
- iii. a candidate had been guilty of an examination malpractice for which a Grade Z would have been awarded,
- iv. there are other reasons that would have led to the withholding or cancellation of the award in the first place.

In any such event, the decision of the Academic Board shall be published on University Notice Boards and the candidate

notified. Such cancellation and the reasons for it shall be entered on the candidate's transcript.

2.39 Transcript of Academic Record

At the end of a student's programme, the University shall, on the payment of an appropriate fee, issue to the particular student a complete transcript of his/her academic record. This transcript shall be marked Student copy and shall record all courses attempted and all results obtained.

2.40 University Library

2.40.1 The University Library was established at the inception of the University College and provided information services to support teaching, learning, research and public service activities of the University.

1. The fully computerized Library holds a total book collection of thirty-four thousand, (34,000) volumes, Serials Titles, (807) CD ROMs, 1,469 Dissertations, 8 newspapers and 1,600 on-line journals on the various subjects that are taught in the University College.

2. The University Library has trained staff who provide Library and

Information Services in the following areas: Book Lending, Selective

Dissemination of Information (SDI), Current Awareness Services, Electronic/Manual Literature Searches, Inter—Library Loans, Photocopy, Internet Services and Training on Information Literary/Searches.

3. There is a Graduate Research Library specifically set up for graduate students and Faculty Members. The Graduate Research Library has a seating capacity of 30 and presently holds a total collection of 800 books. There are also three computers connected to the internet that postgraduate students can use to access Electronic Information Services worldwide.

4. All graduate students are expected to abide by the rules in operation of the Library. Failure to do this will attract appropriate sanctions.

2.41 Faculties and Departments Offering Graduate Programmes

(i) Faculty of Arts and Social Sciences

(ii) Faculty of Business Administration,

(iii) Faculty of Education and Entrepreneurship

i. Faculty of Arts and Social Sciences

The Faculty offers postgraduate programmes in:

- (a) M.A. Guidance and Counselling
- (b) M.Phil. Guidance and Counselling

ii. Faculty of Business Administration

The Faculty offers a Master's in Business Administration with the following specializations.

- (a) Accounting and Finance
- (b) Human Resource Management
- (c) Marketing

iii. Faculty of Education and Entrepreneurship

The Faculty offers post-graduate programmes in

- (a) M.Ed. Educational Leadership and Innovation
- (b) M.Ed. Educational Management and Practice
- (c) M.A. Small Business Management
- (d) M.A Entrepreneurship

3. Responsible Academic Conduct and Ethical Research

3.1 Overview

The University College in general, promotes responsible and ethical research among students. Students are cautioned to avoid practices that threaten the integrity of their academic career and their research, including, but not limited to:

- i. falsification or fabrication of data;
- ii. violations of privacy and confidentiality provisions;
- iii. conflicts of interest;
- iv. cheating - receiving, purchasing or selling a research or any academic work and presenting it as own work other than that of the author;
- v. plagiarism; and
- vi. copyright infringements.

Unethical research threatens the integrity of the academic and scientific enterprise and may subject students to severe penalties. For example, students are required to certify that any use of copyrighted material beyond "fair use" has the written permission of the copyright owner. If the permission to use copyrighted material does not accompany the project work/long essay, the copyrighted material will not be reproduced.

3.2 Plagiarism

Plagiarism is the appropriation of another person's ideas, results, or words without giving appropriate credit. Plagiarized material can be drawn from, and presented in, written, graphic and visual form, including electronic data, and oral presentations. Plagiarism occurs when the origin of the material used is not properly cited. MUCG views with seriousness plagiarism in its various forms. All assignments will be run through a system specifically developed to check for plagiarism. Attempted plagiarism can lead to expulsion from the program. Forms of academic dishonesty include:

- Plagiarism: submitting all or part of another's work as one's own in an academic exercise, such as an examination, computer program, or written assignment.
- Cheating: using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination.
- Facilitating Academic Dishonesty: helping another commit an act of academic dishonesty, such as substitution for an examination or completing an assignment for someone else.
- Fabrication: altering or transmitting, without authorization, academic information or records.

What constitutes plagiarism or cheating? (Source: WHITE PAPER The Plagiarism Spectrum, accessed on www.turnitin.com) If you submit an assignment that contains work that is not your own, without indicating this to

the marker (acknowledging your sources), you are committing 'plagiarism'. The Plagiarism Spectrum ranks the types of plagiarism by intent and then provides data on the prevalence and problematic nature of the type. 10 types of plagiarism ordered from most to least severe that might occur in an assignment or an examination when:

1. CLONE: An act of submitting another's work, word-for-word, as one's own.
2. CTRL-C: A written piece that contains significant portions of text from a single source without alterations.
3. FIND-REPLACE: The act of changing key words and phrases but retaining the essential content of the source in a paper.
4. REMIX: An act of paraphrasing from other sources and making the content fit together seamlessly.
5. RECYCLE: The act of borrowing generously from one's own previous work without citation; To self-plagiarize.
6. HYBRID: The act of combining perfectly cited sources with copied passages—without citation—in one paper.
7. MASHUP: A paper that represents a mix of copied material from several different sources without proper citation.
8. 404 ERROR: A written piece that includes citations to non-existent or inaccurate information about sources
9. AGGREGATOR: The "Aggregator" includes proper citation, but the paper contains almost no original work.
10. RE-TWEET: This paper includes proper citation, but relies too closely on the text's original wording and/or structure.

3.3 Sanctions for Research Misconduct

Sanctions for research misconduct include, but are not limited to:

- Loss of marks in a particular paper;
- Warning;
- Credit denial in respect of any courses or examination completed or attempted;

The imposition of special certification or assurance requirements;

- Suspension;
- Dismissal; or
- Cancellation of an award already conferred

3.4 Classroom Management and Arbitration

In the event of any dispute, claim, or disagreement arising from or relating to the course outline, lectures, and examination or the breach thereof, the lecturer and students hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties (that is, lecturer and students). If they do not reach such solution then, upon notice by either party to the other, all disputes, claims, or differences shall be finally settled by the Dean of the Faculty. The decision of the Dean of the Faculty shall be binding on both parties (that is, the lecturer and students) without any recourse. The parties (that is, the lecturer and

students) expressly agree to abide by any and all rules of this Post Graduate Students' Handbook.

4. Faculty of Business Administration – MBA Programme

4.1 Overview

The MBA programme is designed to provide a strong and advanced education in business management to equip participants with skills and knowledge necessary for the attainment of a competitive edge in Business Administration. The programme aims to provide advanced education with specialization in Accounting, Finance, Human Resource Management and Marketing to participants who, upon graduation, can provide specialized skills at the middle and senior management levels of business as well as non-profit organizations.

It will also equip participants with skills that will enable them to set up and manage their own business profitably or pursue further education in any of the specializations offered.

The programme's student-centered approach emphasizes supportive, collaborative learning and fosters a strong sense of communal approach to problem solving.

Alongside academic development, participants will be able to develop transferable skills, including:

- i. project management and problem-solving,
- ii. planning, analyzing, organization and implementation,

- iii. teamwork and leadership,
- iv. personal efficiency and communications,
- v. development of innovation, creativity and entrepreneurship

Objective

The MBA programme is designed to equip participants with knowledge and skills in order to meet the challenges of the modern world and to enhance their job prospects. It is a flexible two-year programme that allows students to choose from the different specializations.

4.2 Admission Requirements

Candidates wishing to pursue the Master of Business Administration (MBA) are required to

- (a) have a good first degree (at least a Second Class Lower Division) in the relevant specialization from MUCG or any recognized university, and have a minimum of two (2) years relevant post-graduation working experience, or,
- (b) be holders of professional qualifications such as ACCA, CA, CIM, CIMA or ICSA with some relevant post-qualification working experience.

4.3 Course of Study

The MBA programme now offers only the Course Work Option.
Academic Year

The Academic Year consists of two semesters as follows:

First Semester: September-January

Second Semester: February –June

(or as may be prescribed by the university from time to time.)

Structure of Semester

A semester shall normally be of 16 weeks' duration and shall be structured as follows:

- (a) 13 weeks of teaching
- (b) 1 week of revision
- (c) 2 weeks of examinations.

Duration of Study

The duration of the MBA programme is a minimum of four (4) semesters.

Measurement of Performance

Performance in a course shall be measured in terms of:

- (a) Continuous assessment, based on class work including assignments and tests, which will account for 30% of the total marks for the course.
- (b) Final semester examination, which will constitute 70% of the total marks.

Progression

- (i) A Year 1 student shall be deemed to have satisfied the requirement for progression to Year 2, if at the end of

second semester he/she has passed a minimum of 24 credit hours following MBA courses.

(ii) A student who fails to pass the minimum credits required as stated in (i) shall be asked by the Registrar to withdraw.

Course Unit Requirements for Graduation

The following are the credits that a registered student is required to earn to graduate:

Course Work Option			
First Year Course Work Credits	-	24	- 30
Second Year Course Work Credits	-	24	- 30
Seminar I	-	3 Credits	
Seminar II	-	3 Credits	
Long Essay	-	6 Credits	
Total	-	60	- 72 Credits

Award of MBA

A candidate who has obtained

- (i) a final grade point average (FGPA) of not less than 2.50,
- (ii) a pass grade of B or better for the Long Essay (Course Work Option),

4.4 Course Structure

Course Work Option

During the first year at MUCG, students doing the Course Work Option pursue the same required curriculum. By studying under a common curriculum, students build a broad and solid foundation of general management concepts and skills across all the key disciplines.

YEAR 1

Semester 1 and 2

Ten courses will be taken during the first year; five courses of three credit hours every semester making a total of 15 credit hours per semester, and 30 credit hours for the year.

YEAR 2

Semester 1 and 2

Each discipline will offer core courses and electives each of three credit hours every semester totaling, 27 credits hours for the two semesters. Students will be required to make 3 credit hour Seminar Presentation each semester. In addition, students will write a Long Essay of 6 credit hours. In all the total number of credit hours for the second year is 39 credits hours.

4.5 Courses Offered

Course Work Option

YEAR 1

FIRST SEMESTER

Course Code	Credits	Course Title
MACC 601	3	Financial Reporting and Control
MFIN 601	3	Quantitative Analysis and Decision-Making
MFIN 605	3	Management Information Systems
MFIN 603	3	Business Economics
MHRM 601	3	Management and Organizational Behaviour
Total credits		15

SECOND SEMESTER

Course Code	Credits	Course Title
MFIN 602	3	Financial Management
MFIN 604	3	Production and Operations Management
MFIN 606	3	Research Methods
MHRM 602	3	Human Resource Management
MMKT 602	3	Marketing Management
Total credits		15

**ACCOUNTING
YEAR 2**

FIRST SEMESTER

Course Code	Credits	Course Title
MACC 621	3	Advanced Corporate Reporting
MACC 623	3	Auditing and Assurance Services
MMGT 621	3	Strategic Business Planning and Development
MHRM 621	3	Corporate and Business Law
MMBA 601	3	Seminar I

One (1) Elective **3**
Total credits **18**

Electives

Course Code	Credits	Course Title
MMGT 623	3	Entrepreneurial Management
MMKT 621	3	Marketing of Services

SECOND SEMESTER

Course Code	Credit	Course Title	
MACC 622	3	Advanced Business Taxation	
MACC 624	3	Management Accounting	
MACC 626	3	Advanced Public Sector Accounting	
MMBA 602	3	Seminar II	
MMBA 610	6	Long Essay	
One (1) Elective			3
Total credits			21

Electives

Course Code	Credits	Course Title
MFIN 624	3	Corporate Financial Analysis
MFIN 622	3	Investment Management

**FINANCE
YEAR 2**

FIRST SEMESTER

Course Code	Credits	Course Title	
MMGT 621	3	Strategic Business Planning and Development	
MHRM 621	3	Corporate and Business Law	
MFIN 621	3	Advanced Corporate Finance	
MMBA 601	3	Seminar I	
Two (2) Electives			6
Total credits			18

Electives

Course Code	Credits	Course Title
MFIN 623	3	Analysis of Financial Markets
MMKT 621	3	Marketing of Services
MMGT 623	3	Entrepreneurial Management

SECOND SEMESTER

Course Code	Credits	Course Title
MFIN 622	3	Investment Management

MMBA 602	3	Seminar II	
MMBA 610	6	Long Essay	
Three (3) Electives			9
Total credits			21

Electives

Course Code	Credits	Course Title
MFIN 624	3	Corporate Financial Analysis
MFIN 626	3	International Financial management
MFIN 628	3	Strategic Financial Management of Banks
MHRM 622	3	Human Resource Development
MMKT 626	3	Consumer Behaviour

**HUMAN RESOURCES MANAGEMENT
YEAR 2**

FIRST SEMESTER

Course Code	Credits	Course Title
MMGT 621	3	Strategic Business Planning and Development
MHRM 621	3	Corporate and Business Law
MHRM 623	3	Human Relations in Organizations
MHRM 625	3	Strategic Human Resource Management
MMBA 601	3	Seminar I

One (1) Elective	3
Total Credits	18

Electives

Course Code	Credits	Course Title
MHRM 627	3	Talent Management and Development
MMGT 623	3	Entrepreneurial Management
MMKT 623	3	Marketing of Services

SECOND SEMESTER

Course Code	Credits	Course Title
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MHRM 622	3	Human Resource Development
MHRM 624	3	Industrial Relations and Labour Law
MMBA 602	3	Seminar II
MMBA 610	6	Long Essay

Two (2) Elective **6**
Total Credits **21**

Electives

Course Code	Credits	Course Title
MHRM 626	3	International Human Resource Management
MHRM 628	3	Management of Change and Organizational Development
MHRM 632	3	Health, Safety and Welfare in Organizations
MMKT 626	3	Consumer Behaviour

**MARKETING
YEAR 2**

FIRST SEMESTER

Course Code	Credits	Course Title
MMGT 621	3	Strategic Business Planning and Development
MHRM 621	3	Corporate and Business Law
MMKT 621	3	Marketing of Services
MMKT 623	3	International Marketing
MMBA 691	3	Seminar I

One (1) Elective **3**
Total credits **18**

Electives

MHRM 625	3	Strategic Human Resource Management
MMKT 625	3	Sales Management
MMGT 623	3	Entrepreneurial Management
MADM 671	3	Green Marketing

SECOND SEMESTER

Course Code	Credits	Course Title
MMKT 622	3	Marketing Research and Analysis
MMKT 624	3	Advanced Strategic Marketing Decisions
MMKT 626	3	Consumer Behaviour
MMBA 602	3	Seminar II
MMBA 610	6	Long Essay

One (1) Elective **3**
Total credits **21**

Electives

Course Code	Credits	Course Title
MHRM 628	3	Management of Change and Organizational Development
MMKT 628	3	Integrated Marketing Communications
MMKT 630	3	Product Development and Management

4.6 Description of Courses

MMBA 610: LONG ESSAY 6 Credits

The objective in this course is to help students to go through research work and also to practicalise the themes covered in their areas of specialization. Each student will be assigned a team of supervisors to guide him/her to complete the Long Essay.

MHRM 602: HUMAN RESOURCE MANAGEMENT 3 Credits

Human Resource Management course helps students understand and appreciate key concepts in the management of people in organizations. It is meant to serve as a foundation for other advanced courses in Human Resource Management. This course examines the key issues in the management of people at work. Topics to be covered include: historical development of HRM, HR planning, recruitment and selection, training and development, performance management, compensation and reward management, compensation and reward management, employee relations and collective bargaining.

MACC 601: FINANCIAL REPORTING AND CONTROL 3 Credits

Financial Reporting and Control introduces the broad processes of preparing financial reports of a business organization, the analysis and interpretation of those reports, and the use of the reports in controlling the activities of the business. Topics include: stakeholders and financial information, overview of the accounting system, preparation of financial statements, analysis and interpretation of financial statements, fundamentals of budgeting and budgetary control.

MFIN 602: FINANCIAL MANAGEMENT

3 Credits

The course examines how value can be created through investment and financing decisions and the management of risks associated with such decisions. Topics covered include the financial functions, financial reports and their interpretation, time value of money, risk and return, capital budgeting techniques, financial markets and financial analysis and planning, capital structure decisions and cost of capital, dividend policy and working capital management.

MFIN 601: QUANTITATIVE ANALYSIS AND DECISION MAKING

3 Credits

The course provides the necessary foundation in the use of quantitative techniques for management decision-making. Topics to be covered include mathematics review; linear programming; model formulation and graphical solution, computer solution and sensitivity analysis; network flow

models; transportation, transshipment and assignment problems; probability and statistics, decision analysis, queuing analysis; forecasting demand; and inventory management.

MFIN 605: MANAGEMENT INFORMATION SYSTEMS

3 Credits

This course is concerned with the strategic importance of information systems to organizations in the modern business environment. The course will develop an understanding of general information systems, concepts and practices and technological environment of the contemporary organization. The course will cover management applications of computer technology, managerial decisions including the use of computer and its role in various information systems, role of systems in modern business/organization, information retrieval, file processing etc.

MFIN 604: PRODUCTION AND OPERATIONS MANAGEMENT

3 Credits

The course focuses on quantitative methods for production and operations management and examines the various approaches to decision making. Topics to be covered include: strategic importance of operations: introduction to operations and competitiveness, technologies, facilities and project management; managing the supply chain: supply chain management, forecasting, capacity and aggregate

planning, just-in-time and lean production, enterprise resource planning and scheduling; ensuring quality management and statistical project control.

MGT 601: LEADERSHIP AND ORGANISATIONAL BEHAVIOUR 3 Credits

This course focuses on how managers become effective leaders by addressing the human side of enterprises in which people work either as individuals, in groups or teams. This course is designed to expose students to various theories and research which seek to describe and explain individual and group attitudes and behaviours in organizations. It covers issues such as evolution of management thought, interpersonal relations, motivation and productivity, group culture, organizational leadership, managerial behaviour and theoretical framework for the study of organizational behaviour.

MACC 621: ADVANCED CORPORATE REPORTING 3 Credits

Advanced Corporate Reporting discusses current developments and issues in preparing financial reports of corporate bodies for external use. Topics include: International reporting standards, group accounts, securities regulation and financial reporting.

MACC 622: ADVANCED BUSINESS TAXATION

3 Credits

Advanced Business Taxation reviews the different tax systems in Ghana and discusses techniques in applying tax principles and laws to determine tax liabilities. Furthermore, it examines taxation as a tool for socio-economic management at the macro level and for efficient and effective corporate and individual financial management. Topics include: Determination of tax liabilities of corporate and individual persons, the structure of taxation in developing countries; tax administration in developing countries taxpayer compliance and non-compliance behavior; value added taxation in developing countries and tax planning.

MACC 623: AUDITING AND ASSURANCE SERVICES

3 Credits

Auditing and Assurance Services provides a detailed study of the application of audit and investigation concepts to the conduct of audit services within organizations and external professional services to clients. Topics include: professional and ethical considerations, rules of professional conduct, audit processes, assignments and investigations, audit reports, quality control practices and procedures, and audit strategy.

MACC 624: MANAGEMENT ACCOUNTING

3 Credits

Management Accounting examines techniques for providing financial information to managers of organizations to help them in planning and control, performance measurement, and decision making of various kinds. Topics include: budgeting and budgetary control, responsibility accounting, divisional performance measurements, transfer pricing, standard costing and variance analysis, revenue variances and income analysis, capital expenditure decisions, C-V-P analysis, relevant costs and nonrecurring decisions.

MMGT 621: STRATEGIC BUSINESS PLANNING AND DEVELOPMENT 3 Credits

This course is designed to develop themes from a number of courses studied at the undergraduate. It provides skills for strategic analysis and its impact on organizational development. Issues to be considered include skills for strategy analysis, evaluation and choice, making strategies work, the preparation of business plan and its implementation, forecasting and scenario planning, the use of quantitative and competitive tools such as the balanced scorecard, competitive intelligence and the resource-based view of achieving competitive advantage.

MFIN 624: CORPORATE FINANCIAL ANALYSIS
3 Credits

The course provides students with the ability to understand financial accounting theory and standards and also learn to use financial statements to forecast and create projections for future financial performance. Topics to be treated include:

financial statements, evaluation of corporate financial performance, corporate financial planning and control, financial forecasting, analysis and impact of leverage, cost of capital, corporate valuations and financial modeling, financial distress and corporate reorganization, capital budgeting techniques, tax and inflation in investment appraisal, portfolio theory and the capital budgeting techniques, tax and inflation in investment appraisal, portfolio theory and the capital asset pricing model, and the role of efficient markets in project appraisal, arbitrage and assets pricing.

MHRM 621: CORPORATE AND BUSINESS LAW
3 Credits

The aim of this course is to enable student's development an understanding of the basic principles of business law and enhance an appreciation of the social environment in which relevant business operations are carried out. Issues to be considered include array of laws, rules and regulations that determine how businesses carry out their functions: - constitutions, statutes, executive orders administrative regulations ordinances, charter's bye-laws of autonomous or semi-autonomous bodies, treaties and certain agreements and judicial precedents. Other topics include public process that produce law, of contracts and agency partnership and company law, torts involving individual managers, torts involving the business organization and special considerations for the manager.

MACC 626: ADVANCED PUBLIC SECTOR ACCOUNTING 3 Credits

Advanced Public Sector Accounting examines the preparation of financial reports of public sector organizations ministries, departments, agencies and district assemblies. Furthermore, it studies the analysis and use of such reports for decisions by public sector managers. Topics include: Overview and scope of the public sector, financing arrangement of the public sector, public sector budgeting and accounting techniques, the public expenditure survey, budgeting and appropriation, fund accounting in the public sector, performance measurement in the public sector – the concepts of economy, efficiency and effectiveness; financial administrative procedures in the district assemblies and the district assemblies common fund systems.

**MMBA 601: SEMINAR I
3 Credits**

This course provides the opportunity for students to learn to make oral presentations of technical papers before an audience. The course offers basic principles for preparing and delivering a talk, giving research progress reports, and defending a thesis, among others.

**MMBA 602: SEMINAR II
3 Credits**

This course is sequel to MMBA 601 Seminar I . Students are required to present their completed thesis before a panel and defend their work.

MFIN 624: INTERNATIONAL FINANCIAL MANAGEMENT 3 Credits

This course considers the problem of business financial management from the global perspective. It covers topics such as the foreign exchange market, financial derivative market, internal fund flows – the balance of payments account; relationships among interest rates, inflation rates, exchange rates, spot exchange rates, and forward exchange rates, forecasting exchange rates, managing exposure to exchange rate fluctuations. International trade financing, multinational capital budgeting, country risk analysis and foreign direct investment.

MFIN 628: STRATEGIC FINANCIAL MANAGEMENT OF BANKS 3 Credits

This course examines the role and importance of financial management to the modern bank. It teaches the basic models of financial management constructed from the experience of mature capitalist economies. This course is concerned with technologically-induced cost saving, circumvention or regulatory restrictions, superior management of interest-rate and investment risks, provision and access to better products and services and maintenance of stronger capital adequacy and base. Topics covered include: banking innovations and risk, bank accounts, bank valuation, bank risks management, cost of funds and the funding of operations, and capital management.

MFIN 623: ANALYSIS OF FINANCIAL MARKETS

3 Credits

The course examines the various markets and institutions that are available for securing capital for organizations and business enterprises in general. This course covers the principal characteristics, structure and organization of domestic and international financial markets, with special emphasis on the stock exchange, bond markets futures and options markets, foreign exchange markets, and the challenge they present in the globalization of the business environment. Other topics include: economics of financial intermediation and innovations, regulations of financial markets, determination and term structure of interest rates, international assets markets, and depository and non-depository institutions.

MFIN 622: INVESTMENT MANAGEMENT

3 Credits

The course equips students with the tools and strategies required for making informed investment decisions, analyzing investments and investment strategies in terms of their risk and expected rate of return. Specific areas covered include: investment environment, asset allocation decision, securities market, portfolio management, asset pricing model, fixed-income and common stock securities valuation and management, derivative instruments, risk-return tradeoff, fundamental and technical analysis, institutional investors, portfolio management performance monitoring and evaluation.

MFIN 621: ADVANCED CORPORATE FINANCE

3 Credits

This is an advanced course in finance and its main focus is to strengthen students understanding of the issues underlying corporate decision making in finance. The course covers corporate valuation, risk and required rates of return, financing decisions and market efficiency, pay out policy and capital structure, leasing and project financing, working capital and financial planning, mergers, acquisitions and restructuring, valuation of options, risk management and corporate governance. Emphasis will also be placed on globalization and its implications for corporations.

MHRM 623: HUMAN RELATIONS IN ORGANISATIONS

3 Credits

The aim of this course is to help students understand and appreciate the importance of human relations both inside and outside work organizations; understand the forces that shape human behaviour at work, and to build in students a range of soft 'skills' necessary to create an amiable working environment. Topics to be covered include: theories and concepts in human relations, personal and organizational communications, self-concept and self-esteem, values attitudes and motivations, group dynamics and team building, leadership, conflict management and resolutions, personal and work-related stress, as well as workforce diversity.

MHRM 622: HUMAN RESOURCE DEVELOPMENT

3 Credits

This course aims at exposing students to the theoretical framework for training and development as well as career development programmes and the process of creating a learning organization. This course covers the theories and techniques of training and development from strategic and operational perspectives. Emphasis is placed in employee needs assessment, programme design, implementation and evaluation. Skills and competencies building, learning theories and long-term development for global competitiveness as well as career management issues.

MHRM 625 STRATEGIC HUMAN RESOURCE MANAGEMENT 3 Credits

This course is to generate organizational perspectives where critical issues relating to people can be addressed. Specific areas to be covered include: the concept of Strategic HRM, formulation of HRM strategies, the link between corporate and HR strategies, Human Resource Planning, implementing and evaluating HRM strategies, Strategic Human Resource Development and Organisational Effectiveness.

MHRM 624: INDUSTRIAL RELATIONS AND LABOUR LAW 3 Credits

The objective of this course is to help students understand how to safeguard the interests of labour and management by helping them secure the highest level of mutual understanding and goodwill in the organization. The course

takes a critical look at the nature of employment relationship and its legal framework; collective bargaining and the politics of collective bargaining; trade unions and the logic of collective actions and the influence of the state on employment relations, the interconnection between workplace control, collective bargaining and the broader economic and political context of work organizations.

MMKT 625: SALES MANAGEMENT

3 Credits

The objective of this course is to enable students understand the strategic importance of the sales manager as well as the principles, concepts and theories of Sales Management. Topics to be covered include meaning and scope of sales management, functions of the salesman (and saleswoman), the sales manager, preparation of sales reports such as plans and budgets, demand estimation, sales force organizations, sales force development (recruitment, selection and training), and the use of promotional materials.

MHRM 626: INTERNATIONAL HUMAN RESOURCE MANAGEMENT 3 Credits

The main aim is to equip students with knowledge and skills to function effectively as Human Resource Managers in the global setting. Areas to be covered include: examination of the concept of international human resource management (HRM), culture and international management, recruitment/selection, repatriation of expatriate employees, training and development for international assignments,

performance management in the international context, international compensation, international labour relations, leadership and ethics in international management, and managing multicultural teams and workforce diversity.

MMKT 621: MARKETING OF SERVICES

3 Credits

At the end of the course, students will be able to conduct a basic analysis of a service business from marketing perspective, including, identification of the target markets(s) and positioning strategies. Topics to be covered include the nature of services (intangibility, inseparability, variability, and perishability), and the 7ps of services marketing. Other topics include service quality, internal marketing and the role of impact of services on employees.

MHRM 628: MANAGEMENT OF CHANGE AND DEVELOPMENT ORGANISATION 3 Credits

This course aims at providing the essential ingredients for understanding and effectively managing organizational change through appropriate organizational development interventions. Coverage for this course includes: theoretical foundations for understanding change and organizational development-theories of planned change, leading and managing change, diagnostic models (open systems model) OD interventions (human process interventions, human resource management interventions, and strategic change

interventions), history of organizational development and the process of organizational development (OD Cycle).

MMKT 623 INTERNATIONAL MARKETING

3 Credits

This course is designed to introduce students to the unique characteristics of international business and explain the components of the international (marketing) environment. The topics covered include: the scope, challenges, and strategies of international markets including economic factors, foreign cultures, nationalism and government regulation, foreign market research, international distribution channels, international product policy, international promotion and pricing policy will also be covered.

MMKT 628: INTEGRATED MARKETING COMMUNICATIONS 3 Credits

This course provides an integrative approach to the study of the communication mix, and it is designed to enable students develop a sound understanding and appreciation of the processes, issues and vocabulary associated with marketing communication so that they can make effective contribution in their working environment. After taking this course, the student will be able to apply the key terms, concepts and definitions used in the integrated marketing communications (IMC) objective of a firm. Other topics include sales promotion, personal selling, direct marketing, public relations, advertising, media and research techniques.

MMKT 622: MARKETING RESEARCH AND ANALYSIS
3 Credits

At the end of the course students will be able to apply the key concepts and theories in marketing research for decision making and will understand the processes involved in marketing research. Topics to be covered include the nature and scope of Marketing Research, sources of data (primary and secondary data), preparation and administration of questionnaires; sampling methods (random and non-random methods), field interviewing and field supervision, data collection and analysis, report writing and presentation of findings. The course will also discuss challenges facing Marketing Research and how to overcome them.

MMGT 623: ENTREPRENEURIAL MANAGEMENT
3 Credits

The objective of this course is to help students develop an awareness of their entrepreneurial skills, interest, capabilities and potentials. This course covers topics like entrepreneurship as a premier socio economic process in nation building; interface between corporate entrepreneurship, small scale enterprises and organizational performance; creativity, innovation and development; entrepreneurial activities, and micro/macroeconomics.

MMKT 624: ADVANCED STRATEGIC MARKETING DECISIONS 3 Credits

This is a capstone course designed to provide students with a comprehensive understanding of the many dimensions of the Strategic Marketing concept and how it affects strategic decisions and competitiveness. Topics include, key concepts and theories in strategic marketing, formulation of appropriate competitive strategy, pricing strategy, distribution strategy, marketing communications strategy. Students will also be equipped with the tools needed to monitor and measure marketing performance as well as case analysis and presentations.

MFIN 603: BUSINESS ECONOMICS
3 Credits

This course is designed to provide students with the principles and tools of both micro and macro-economics to help students develop some understanding of the economic environment in which businesses operate at both the private and public levels. It covers topics like demand and supply and their functions, elasticity of demand and supply and their usefulness, consumer behaviour and the indifference curves, production and cost theories of the firm and special emphasis on competition under different market structures such as monopoly, perfect competition and the basic issue of the general equilibrium theory, measurement of the economic performance such as output, income, inflation, unemployment, the role of money and national investment policies in the developing countries.

MMKT 602: MARKETING MANAGEMENT

3 Credits

The aim of this course is to equip the students with the analytical and critical thinking skills needed to make strategic marketing decisions. Topics to be treated include the meaning and scope of marketing, the marketing environment (internal and external), marketing planning and customer relationship marketing. Other topics include sales management, physical distribution, advertising, sales promotion, marketing research and international marketing.

MADM 663: ECONOMICS FOR MANAGERS

3 Credits

The course offers students knowledge of various frameworks for analyzing business decisions through the application of economic theory to business problems, thereby developing general principles that can be applied to business decision making. Topics to be covered include the introduction to demand and forecasting, introduction to managerial economics, optimization techniques, demand theory, consumer behaviour and rational choice, estimating demand functions, business and economic forecasting; production and cost; production theory, technological change and industrial innovations, the analysis of cost; market structure, strategic behaviour and pricing; risk uncertainty and incentives; government-business relations and the global economy; decision making over time.

MFIN 620: RESEARCH METHODS

3 Credits

This course deals with the basic but important steps involved in carrying out scientific academic research meant for long essays for graduates. Topics to be covered include the purpose of research, conceptual issues in research, concepts of estimation and hypothesis testing, data sampling etc. In particular, topics covered will include: social research, its theory and ethics, literature review and planning a study, preparing a research proposal, qualitative and quantitative measurement, qualitative and quantitative sampling, conducting quantitative research and analysis of quantitative data.

MMKT 626: CONSUMER BEHAVIOUR

3 Credits

The course aims at teaching students the techniques needed to understand the way consumers behave, and how to deal with such behavior attitudes. It will provide students with an understanding of concepts and theories underpinning consumer behavior as an academic discipline. Students will be exposed to issues that affect consumer's behaviour such as motivation, perception, learning, attitudes, group, cultural factors, social stratification, reference groups, family and institutional influences. The consumer buying process will also be covered.

**MMKT 630: PRODUCT DEVELOPMENT AND
MANAGEMENT** 3 Credits

The focus of this course is on strategic decisions about how a company can build and manage its products so that they are profitable to the company and at the same time adequately meet consumers' needs and wants. Topics to be covered include the identification of New Product Opportunities, Test Marketing, Product Positioning, Product Design and Packaging, Brand Equity, and Global Product Planning. The Concept of Product Life Cycle will also be considered in detail by identifying appropriate marketing strategies for each of the stages in the Product Growth Process.

MADM 690: THESIS 30 Credits

Under this course students spend a year on their research work in their chosen areas of specialization. Each student will be assigned a team of supervisors to guide him/her to complete the Thesis.

MMBA 601: SEMINAR I (Coursework Option)

3 Credits

This course is aimed at equipping students with the skills of preparing and orally presenting technical papers to audiences. The course is entirely practical oriented, and students are guided in presenting segments of their long essay to classmates and supervisors. Guidelines offered include: defining the message; structuring an oral presentation, audience analysis; delivery; using visual aids; and answering questions. Students are required to present their long essay proposals.

MMBA 602: SEMINAR II (Coursework Option)

3 Credits

This course is sequel to MADM 691 Seminar I (Coursework Option). Students are required to make presentations on their research findings and defend their work.

5. Faculty of Arts and Social Sciences

5.0 Department of Psychology

M.A. and MPhil Guidance and Counselling Master's Programmes

5.1 Overview and Objective

The Department runs two streams of Post Graduate programmes in Guidance and Counselling leading to the M.A. and M.Phil. degrees.

The M.A. degree in Guidance and Counselling equips its holders with the vital professional training/qualification for entry into the practice of Psychology and/or Counselling.

The M.Phil. Degree in Guidance and Counselling equips its holders with vital professional training/qualification for entry into the practice of Guidance and Counselling and/or into teaching Psychology at the tertiary level.

5.2 Admission requirements for Students to MA Guidance and Counselling

A good first degree at least second class lower or better in any area of study apart from Psychology from a recognized University.

5.3 Admission requirements for students to MPhil Guidance and Counselling

Admission to the programme will be offered to holders of any of the following qualifications:

1. B.A (Hons) Psychology
2. B.SC (Hons) Psychology
3. B.Ed. (Hons) Psychology
4. B.Ed. (Hons) Guidance and Counselling
5. B.Ed (Hons) Early Childhood Education
6. B.Sc.(Hons) Psychology and Human Development
7. B.Sc. (Hons) Nursing
8. B.A (Hons) Social Work
9. B.A (Hons) Family Counselling
10. B.Ed.(Hons) Special Education

Applicants must have a background in statistics and research methodology.

5.4 Requirements for graduation for MA students

To be eligible for the award of the MA degree, a student must:

1. Satisfy all University College and Departmental requirements.

2. Pass a total of 54 credits including all core courses and prescribed electives.

1st Year	–	36
2nd Year	–	18
Total	–	54

3. Present a Dissertation of not less than 70 pages.
4. Complete 150 hours of practicum at various approved institutions

5.5 Requirements for graduation for MPhil students

To be eligible for the award of the MPhil degree, a student must:

1. Satisfy all University College and Departmental requirements.

2. Pass a total of 70 credits including all core courses and prescribed electives.

1st Year	–	36
2nd Year	–	34
Total	–	70

3. Present a Thesis of not less than 120 pages.
4. Pass seminars 1 and 2.
5. Complete 150 hours of practicum at various approved institutions.

5.6 Courses Offered

YEAR 1
FIRST SEMESTER

Course Code	Course Title	Credits
MPGC 601	Counselling Theories and Models	3
MPGC 603	Guidance Services	3
MPGC 605	Statistics in Counselling	3
MPGC 607	Ethical Issues in Counselling	3
MPGC 609	Abnormal Behavior	3
MPGC 611	Clinical Counselling	3

Total credits 18

Note: The MA students are to register MPGC 613 to give them 21 credits for the semester.

MPGC 613	Professional Report Writing	3
Total credits: MA Semester		21
Total credits: MPhil Semester		18

**YEAR 1
SECOND SEMESTER**

Course Code	Credits	Course Title
MPGC 602	3	Counselling Techniques and Practice
MPGC 604	3	Research Methods in Guidance and Counselling
MPGC 606	3	The Use of Test in Counselling

MPGC 608	3	Biopsychosocial Model
MPGC 612	3	Psychopharmacology
MPGC 616	3	Career Development Counselling

Total credits 18

The MA students are to register MPGC 610 to give them 24 credits for the semester.

MPGC 610 6 Practicum in Guidance and Counselling

Total credits: MA Semester 24
Total credits: MPhil Semester 18

Note: 1. Total credit requirement for MPhil Year one 36
2. Total credit hours' requirement for graduation is 45 credit hours for M.A. students

**YEAR 2
COURSES FOR MPhil STUDENTS**

Course Code	Credits	Course Title
MPGC 600	30	Thesis in Guidance and Counselling
MPGC 610	3	Practicum in Guidance and Counselling
MPGC 622	6	Seminar I / II

Total credits **39**

Note: Total credit hours' requirement for graduation is 75 credit hours for MPhil students.

5.7 Course Description

MPGC 601: Counselling Theories and Models 3 Credits

A study of the theoretical basis and approaches to counselling and examination of the process of counselling approach. Definition of guidance and counselling, nature of guidance and counselling, Theories in counselling, functions of theory in counselling, characteristics of helping relationships, attributes and functions of counselling psychologists and counsellors. Theories of counselling and models; reality therapy, behavior therapy, client-centered therapy, gestalt therapy, cognitive therapy, family therapy and psychodynamic – therapy in counselling.

MPGC 602: Counselling Techniques and Practice 3 Credits

The course explores a variety of techniques, which an effective counsellor may employ in practice goal setting, directive and non-directive approaches, selection of strategies including interviewing, the keeping of records and evaluation of results. The counselling process, counselling approaches, (Client – Centered theory, rational emotive

theory, decision-making theory, behavioural counselling theory and group counseling theory, social learning and cognitive theory, Counselling procedures or techniques – observation, listening, empathy, acceptance, feedback, posturing, and clarification and responding. Ethical issues in counselling treatment techniques – reinforcement, stimulus control, cognitive restructuring, thought stopping techniques, relaxation techniques, stress inoculation, psycho-spiritual approaches; meditation, breathing, prayer, union.

603: Guidance Services 3 Credits

This course is designed to equip students with knowledge and understanding of the guidance service which make guidance operational in schools so as to help them impart personal and social, educational and occupational information to pupils when they find themselves as school counsellors. Course content include, what is service, the individual or appraisal service, Information service, types of information, principles of information services, planning, placement and follow-up, areas of guidance needs, guidance and counselling function in elementary and secondary education, school discipline and the counsellor's role in disciplinary matters.

MPGC 604: Research Methods in Guidance and Counselling 3 Credits

The course is designed to expose students to basic concepts paradigms in research to enable them to write their research

proposals, plan and state the steps involved in research process, use simple statistical tools for analysis of research data and to conduct educational research. Students will cover the three theoretical approaches to Social Science Methodology – positivist, interpretative and critical social sciences. Students will examine the formulation of research questions, empirical methods including qualitative and quantitative methods. Examine the survey design and experimental approaches, sampling and questionnaire design. Data collection, processing and analysis techniques. Ethical and political issues involved in social science research such as participant consent and confidentiality.

MPGC 605: Statistics in Counselling 3 Credits

This course examines the application and interpretation of statistical analysis in Social Sciences. The use of SPSS in data analyses including Meta-Analysis, using computer software to run statistical tests. Students to be familiar with generalized linear models with normal, binomial and error distribution and logistic regression and log-linear models. The measure of association, multiple linear regressions and the interpretation of coefficient comparisons of associations through ANOVA etc.

MPGC 606: The Use of Test in Counselling 3 Credits

This course is designed to equip students with knowledge and skills in the various testing and non-testing techniques in guidance so as to make students aware of the new kinds of

tests being used for educational and vocational placement. It also introduces students to various psychological tests and how they are used in counselling. The content includes definition, the problem and information, gathering, understanding the information, coping with the problem, the judgement and objective approaches to assessment. assessment and some basic assumptions, test and assessment, basic statistical concepts in testing and assessment, norms and interpretation of test scores, reliability and validity of psychological test, sources of information about test and administering test.

MPGC 607: Ethical Issues in Counselling 3 Credits

This course discusses ethics in general, ethical standards and practices in counselling and all other ethical issues relating to counselling. Current professional Issues; malpractice and professional liability in behaviour and psychotherapy, prescription privileges for clinical psychologists. Ethical Issues – Competence, confidentiality and duty to warn, informed consent, sexual contact between counselors and clients, personal and professional characteristics as factors in counselors and psychologists' ethical decision-making, clinical practice issues: working with special population – (suicide), HIV/AIDS patients, Lesbians and Gay men.

608: Biopsychosocial Model

The course examines the interaction among biological psychological and social factors in the etiology, course, treatment or counselling and prevention of negative stresses, critically examine the role of the endocrine system in stress and its management. The course examines the behavioural medicine model in relation to biological, psychological, social and spiritual approach to stress and treatment including preventive measures. Course content includes: The mind and body interaction, general adaptation model, the transaction model, stress and the system, The immune system, decrease immunological functioning as a function of stress, mediating the effects of stress, stress and arousal: Fight or flight response, why people develop psychological disorders: biological and genetic factors, personality, lifestyle changes, behavioural medicine and biofeedback training.

MPGC 609: Abnormal Behavior 3 Credits

An introduction to the causes, nature, diagnosis, prevention and management of maladjustment and related behavioural disorders. The influence of culture on maladjustment and behaviour disorders will be examined in the light of Western formulated theories. The content to be discussed will include criteria of abnormality, perspectives on psychological disorders, neurotic disorders, affective disorders, schizophrenia, substance-use disorders, personality disorders, introduction to treatment approaches: psychoanalytic therapy, medical treatment, community mental health.

MPGC 610: Practicum in Guidance and Counselling 3 Credits

Theory- Practicum issues-clinical report writing, use of assessment tools, client preparation, information gathering process, diagnosis, treatment plan, academic writing skills for publication, how to set up clinics for private practice. Practice- supervised clinical practice at designated hospitals, counseling centres, DOVSU, prisons, military, schools and workplaces.

MPGC 611: Clinical Counselling 3 Credits

The aim of this course is to introduce students to various psychotherapeutic methods available for the treatment of psychological disorders.

The course covers systems of psychotherapies applicable in the treatment of clients: Cognitive and behaviour therapies, treatment models in psychodynamic, humanistic and existential; drug addict's treatment techniques, individual and group therapy, marital and family therapy. Examination and adoption of traditional/cultural therapeutic approaches.

MPGC 612: Psychopharmacology 3 Credits

This Course exposes students to common psychotropic drugs for various mental health problems. Students shall be introduced to dosage and possible side effects of each drug used in the treatment of schizophrenia, depression, phobias

and anxiety. The combination of medication and psychotherapy/counselling: clinical co-operation between psychiatrist and therapists/counselors. It also examines the compliance/adherence and non-compliance/adherence behavior of clients. The concept and practice of social pharmacy.

MPGC 613: Professional Report Writing 3 Credits

MPGC 616: Career Development Counselling 3 Credits

This course provides an overview of career development, theories of career development and the use of theory to counsel clients. The world of education and training, the importance of leisure in career development, integration of career and family, and resources for career development will be discussed.

MPGC 622 Seminar 6 Credits

In the second year, each MPhil student will defend his/her thesis research findings to peers and internal examiners. Grades are based on mastery of all procedures used in arriving at findings of the research, self-confidence and demonstration of ownership of the research work, understanding of the general subject area, knowledge and awareness of development in the research area and presentation and communication.

MPGC 600 Thesis in Guidance and Counselling 30 Credits

Students are to write a thesis of not less than 120 pages including references on an approved topic. Each student will defend his/her thesis (oral examination) at the end of the second semester, year 2.

6. Faculty of Education and Entrepreneurship

6.1 M.A. Entrepreneurship

Components of The Programme

The courses of the Master of Arts in Entrepreneurship are structured for each semester as follows:

SEMESTER ONE

COURSE CODE	CREDITS	COURSE TITLE
MENT 601	3	Introduction to Entrepreneurship
MENT 603	3	Business Research Methods
MENT 605	3	Opportunity Analysis and Business Plan
MENT 607	3	Entrepreneurial Marketing and E-Business
MENT 609	3	Accounting and Finance for Entrepreneurs
SUB- TOTAL		15

HANDBOOK FOR POST-GRADUATE STUDIES, 2021

**COMPONENTS OF THE PROGRAMME
(CURRICULUM) - SANDWICH**

SESSION ONE (JULY-SEPT)

SEMESTER TWO			
COURSE CODE	CREDITS	COURSE TITLE	
MENT 600	3	Corporate Entrepreneurship	
MENT 602	3	Social Entrepreneurship	
MENT 604	3	Management of New Ventures	
MENT 606	3	Managerial Economics	
MENT 608	6	Capstone Project	
One Elective	3		
SUB - TOTAL	21		
TOTAL CREDITS (15+21)	36		
ELECTIVES			
MENT 610	3	ICT Application for Entrepreneurs	
MENT 612	3	Marketing and Relationship Management	

COURSE CODE	COURSE TITLE	CREDITS
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MENT 601	Introduction to Entrepreneurship	3
MENT 603	Business Research Methods	3
MENT 605	Opportunity Analysis and Business Plan	3
MENT 607	Entrepreneurial Marketing and E-Business	3
MENT 609	Accounting and Finance for Entrepreneurs	3
SUB- TOTAL		15

SESSION TWO (DECEMBER-JANUARY)

COURSE CODE	COURSE TITLE	CREDITS
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MENT 600	Corporate Entrepreneurship	3
MENT 602	Social Entrepreneurship	3
MENT 604	Management of New Ventures	3
MENT 606	Managerial Economics	3
MENT 608	Capstone Project	6

ELECTIVES

MENT 610	ICT Application for Entrepreneurs	3
MENT 612	Marketing and Relationship Management	3
SUB- TOTAL		15

TOTAL (15+6+15) 36

Admission Requirements

- a) A good first degree (second lower and above) of any discipline from a recognised tertiary institution.
- b) Third class with a minimum of one year's work experience.

Participants may not have prior knowledge of any particular business discipline, thus, the programme is suitable for graduates from the arts and sciences as well as commerce, engineering and other technical disciplines.

6.2 M. Ed. Leadership and Innovation Programme

Components of The Programme

The Master of Education in Educational Leadership and Innovation is a one year programme. Students are first introduced to (6) core courses. Students then have the opportunity to specialize in School Leadership, Educational Administration and Finance or Decentralised Educational Governance. The specialized courses and electives are introduced in the second semester. Each specialisation culminates in a capstone research project. The courses of the programme are, thus, structured for each semester as follows:

FIRST SEMESTER COURSES

COURSE CODE	CREDITS	COURSE TITLE	
MEDU 601	3	Education Law and Ethics	
MEDU 603	3	Research Methods in Education	
MEDU 605	3	Educational Finance and Budgeting Electives [Chose One]	
MEDU 607	3	Technology Enhanced Teaching and Learning	
MEDU 609	3	School & Community Relations	
MEDU 611	3	Leading and Managing Change	
MEDU 627		Seminar	Audit
SUB –TOTAL			18

SECOND SEMESTER COURSES

COURSE CODE	CREDIT	COURSE TITLE
MEDU 638	3	Internship
MEDU 640	6	Dissertation

School Leadership Specialisation
Required Courses

MEDU 600	3	Theory and Practice in School Leadership
MEDU 602	3	Instructional Leadership and Supervision
MEDU 604	3	Innovation and Entrepreneurship in Education
MEDU 618	3	Educational Evaluation and School Improvement
MEDU 620	3	Data Driven Decision-Making in Education

Administration & Finance Specialisation

Required Courses

MEDU 606	3	Human Resource Management in Education
MEDU 608	3	Education Policy Formulation and Planning
MEDU 610	3	Innovations in Educational Administration

Electives [Chose One]

MEDU 620	3	Data Driven Decision-Making in Education
MEDU 622	3	Educational Administration and Finance in Higher Education

Decentralised Educational Governance Specialisation

Required Courses

MEDU 612	3	Educational Decentralisation and School Governance
MEDU 614	3	Contemporary Issues in Education Decentralisation
MEDU 616	3	Inspection and Supervision of Schools
Electives [Chose One]		
MEDU 604	3	Innovations and Entrepreneurship in Education
MEDU 620	3	Data Driven Decision-Making in Education

SUB –TOTAL

21

TOTAL

39

Admission Requirements

An applicant for admission to candidature for the Master of Education in Leadership & Innovation must have at least one of the following qualifications:

1. Hold a good first degree (at least a Second Class Lower Division) in education from an approved tertiary institution.
2. Hold a good first degree (at least a Second Class Lower Division) in any field from an approved tertiary institution with an additional professional teaching qualification (such as a Graduate Certificate/Diploma in Education).
3. Hold a first degree (Third Class Division) in education or any field from an approved tertiary institution with an additional professional teaching qualification (such as a Graduate Certificate/Diploma in Education). The

individual should have extensive teaching experience of at least ten (10) years.

6.3 M.Ed. Management and Practice Programme

Components of The Programme

The courses of the Master of Education in Management and Practice are structured for each semester as follows:

SEMESTER ONE COURSES

COURSE CODE	CREDITS	COURSE TITLE	
MEDU 601	3	Education Law and Ethics	
MEDU 603	3	Research Methods in Education	
MEDU 605	3	Educational Finance and Budgeting	
MEDU 613	3	Education Policy and Practice	
MEDU 615	3	Contemporary Issues in Education Management & Practice	
MEDU 617	3	Management of Educational Resources	
MEDU 627		Seminar	Audit
SUB -TOTAL			18

SEMESTER TWO COURSES

COURSE CODE	CREDITS	COURSE TITLE	
MEDU 638	3	Internship	
MEDU 640	6	Dissertation	
MEDU 606 in Education	3	Human Resource Management	
MEDU 624	3	Reflective Practice in Education	
MEDU 626	3	Economics of Education	
Elective	3		
SUB - TOTAL			21
TOTAL			39
ELECTIVES (CHOOSE ONE)			
MEDU 620	3	Data Driven Decision-Making in Education	
MEDU 628	3	Strategic Planning in Education	
MEDU 630	3	Monitoring and Evaluation in Education	

Admission Requirements

HANDBOOK FOR POST-GRADUATE STUDIES, 2021

An applicant for admission to candidature for the Master of Education in Management & Practice must have at least one of the following qualifications:

1. Hold a good first degree (at least a Second Class Lower Division) in education from an approved tertiary institution.
2. Hold a good first degree (at least a Second Class Lower Division) in any field from an approved tertiary institution with an additional professional teaching qualification (such as a Graduate Certificate/Diploma in Education).
3. Hold a first degree (Third Class Division) in education or any field from an approved tertiary institution with an additional professional teaching qualification (such as a Graduate Certificate/Diploma in Education). The individual should have extensive teaching experience of at least ten (10) years.

6.4 M.A. Small Business Management Programme

The M.A. in Small Business Management programme is primarily designed to support growth and development of small and medium-sized enterprises (SMEs) and help students undertake business analyses and design business plans that can be presented effectively and professionally to investors and/or financiers.

COMPONENTS OF THE PROGRAMME

SEMESTER ONE

COURSE CODE	COURSE TITLE	CREDITS
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MSBM 601	Entrepreneurship and New Venture Creation	3
MSBM 603	Small Business Management	3
MSBM 605	Managing Family Business	3
MSBM 607	Growing Small Businesses	3
MSBM 609	Operations Management	3
SUB- TOTAL		15

SEMESTER TWO

COURSE CODE	COURSE TITLE	CREDITS
MSBM 600	Business Research Methods	3
MSBM 602	Opportunity Analysis and the Business Plan	3
MSBM 604	Marketing and Relationship Management	3
MSBM 606	Accounting and Finance for Small Business	2
MSBM 608	Legal and Regulatory Environment of Business	2
MSBM 610	Small Business Management Practicum	6
One Elective		2

SUB - TOTAL **21**
TOTAL CREDITS (15+21) **36**

ELECTIVES
 MSBM 612 2 E-Business and Entrepreneurial Marketing
 MSBM 614 2 Creativity and Innovation

COMPONENTS OF THE PROGRAMME (CURRICULUM) - SANDWICH SESSION ONE (JULY-SEPT)

COURSE CODE	CREDITS	COURSE TITLE
MSBM 601	3	Entrepreneurship and New Venture Creation
MSBM 603	3	Small Business Management
MSBM 605	3	Managing Family Business
MSBM 607	3	Growing Small Business
MSBM 609	3	Operations Management
SUB- TOTAL	15	

SESSION TWO (APRIL-MAY) (EASTER)
COURSE CODE CREDITS COURSE TITLE

MSBM 600	3	Business Research Methods
MSBM 602	3	Opportunity Analysis and the Business Plan
SUB- TOTAL	6	

SESSION THREE (JULY-SEPT)
COURSE CODE CREDITS COURSE TITLE

MSBM 604	3	Marketing and Relationship Management
MSBM 606	2	Accounting and Finance for Small Business
MSBM 608	2	Legal and Regulatory Environment of Business
MSBM 610	6	Small Business Management Practicum
One Elective	2	

ELECTIVES

MSBM 612	2	E-Business and Entrepreneurial Marketing
MSBM 614	2	Creativity and Innovation

SUB- TOTAL **15**

TOTAL (15+6+15) **36**

ADMISSION REQUIREMENTS

a) A good first degree (second lower and above) of any discipline from a recognised tertiary institution.

b) Third class with a minimum of one year's work experience.

Participants may not have prior knowledge of any particular business discipline, thus, the programme is suitable for graduates from the arts and sciences as well as commerce, engineering and other technical disciplines.